

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 Regular Board Meeting

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, February 8, 2023

4:30 p.m. - Closed Session

6:00 p.m. - Open Session

AGENDA

ROLL CALL

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957.

1. Title: Fire Chief
2. Title: Legal Counsel

OPEN SESSION

FLAG SALUTE

INVOCATION

Chaplain Adam Houde

PRESENTATIONS/ANNOUNCEMENTS

Proclamation – American Heart Month

Employee Recognition - Fire Inspector Tori Jung

Retirement Recognition - Firefighter/Paramedic Jeff Heringer

Employee of the Year - Natalie Ceballos

Firefighter of the Year - Ryan Pourhassanian

Employee Service Awards for 15 Years of Service -

Fire Chief Dave Williams

Captain Casey May

Engineer Russell Tao

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.

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)

Suzette Dang, San Bernardino County 4th District

Mayor Pro Tem Karen Comstock, City of Chino

Council Member Art Bennett, City of Chino Hills

President Mark Bozek, Chino Valley Fire Foundation

Chair Charlie Blank, Fire Safe Council

Vice President Jonathan E. Monroe, Chino Valley Unified School District

Director Steven Elie, Inland Empire Utilities Agency

CONSENT CALENDAR

1. MINUTES

Minutes - January 11, 2023 - Regular Meeting

2. MONTHLY DISTRICT REPORT

Month of December 2022

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report - January 2023

4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report - December 2022

5. WARRANTS

Warrants for January 2023 #56748 through #56911

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.

RECOMMENDATION: Approve Consent Calendar Items 1 through 7 as presented.

PC _____ M _____ S _____ RC _____

OLD BUSINESS - None

NEW BUSINESS

8. 2022-23 MID-YEAR BUDGET REVIEW AND ANALYSIS

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

Report By: Finance Director Mark Shaker

RECOMMENDATION: It is recommended that the Board discuss the mid-year budget review and provide direction to staff.

9. AGREEMENT NO. 2023 - 01 WITH SHUSTER ADVISORY GROUP FOR FIDUCIARY SERVICES AND RESOLUTION NO. 2023-01 APPOINTING THE HUMAN RESOURCES DIRECTOR AS PLAN ADMINISTRATOR

Purpose is for the Board of Directors to review, approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator. The resolution is at the Board's discretion and does not affect the agreement with Shuster Advisory Group.

Report By: Human Resources Director Anthony Arroyo

RECOMMENDATION: It is recommended the Board of Directors approve and

authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator.

10. FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to review recommended changes to the Fire District Policy and Procedures for Board of Directors and provide direction to staff.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review the proposed changes to the Policy and Procedures for Board of Directors as presented in redlined format and provide direction to staff.

PC _____ M _____ S _____ RC _____

11. UPDATE REGARDING TELECONFERENCING UNDER AB 361 AND AB 2449

Purpose is for the Board of Directors to receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.

Report By: Legal Counsel Jeff Ballinger

RECOMMENDATION: It is recommended that the Board of Directors receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.

FIRE CHIEF'S COMMENTS

BOARD COMMITTEE REPORTS/BOARD COMMENTS

President DeMonaco:

1. Establish and Appoint Board Members to Ad Hoc Committee for the purpose of selecting a law firm to assist Chino Valley Fire District with labor negotiations.
2. Establish and Appoint Board Members to Ad Hoc Committee for the purpose of meeting with state and federal legislators.

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, March 8, 2023, at Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

I, Angela Robles, 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 3, 2023.

Angela Robles

Angela Robles, Clerk of the Board

PRESENTATIONS/ANNOUNCEMENTS

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Proclamation – American Heart Month

ATTACHMENTS:

Proclamation – American Heart Month



CHINO VALLEY FIRE DISTRICT PROCLAMATION

THE CHINO VALLEY FIRE DISTRICT PROCLAIMS The Month of February 2023 as AMERICAN HEART MONTH

WHEREAS, heart disease is responsible for one out of every three deaths in the United States, and while progress has been significant in reducing deaths, it is still the No. 1 killer of both women and men in the nation with direct and indirect costs in the U.S. estimated to be \$316.6 million; and

WHEREAS, about 659,000 people in the U.S. died from heart disease, stroke, and other cardiovascular diseases in 2022; and

WHEREAS, about 80% of cardiovascular disease may be prevented through everyday healthy living steps, including physical activity, good nutrition, not smoking, maintaining a healthy weight, and controlling blood pressure, cholesterol, and blood glucose levels; and

WHEREAS, the American Heart Association encourages citizens to help save lives by calling 9-1-1 if symptoms occur, become trained in CPR, and promote comprehensive Automated External Defibrillator (AED) programs in their communities; and

WHEREAS, February is nationally proclaimed as American Heart Month, and the American Heart Association is celebrating American Heart Month by promoting education and awareness by encouraging citizens to learn the warning signs of heart attack and stroke; and

WHEREAS, every second counts when someone suffers from out-of-hospital sudden cardiac arrest; and

WHEREAS, sudden cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. Sudden cardiac arrest usually causes death if it is not treated within minutes; and

WHEREAS, the Chino Valley Fire District has developed a Cardiac Care Program and has partnered with the Chino Valley Fire Foundation in an effort to increase survivability from sudden cardiac arrest by making AEDs readily accessible in public places; and

WHEREAS, the Heart Safe Community and Cardiac Care Program are designed to increase survivability from sudden out-of-hospital cardiac arrest. The intent is to strengthen the "chain of survival" as described by the American Heart Association, by recognizing and stimulating efforts by individual communities to improve their system to prevent sudden cardiac arrest from becoming irreversible death; and

WHEREAS, the Chino Valley Fire District, along with local government agencies, are partnering and prepared to assist our communities in reaching Heart Safe status; and

NOW, THEREFORE, BE IT PROCLAIMED that the Chino Valley Fire District Board of Directors proclaims February 2023 as:

"AMERICAN HEART MONTH"

PRESENTED at a Fire District Board Meeting held on the 8th day of February, 2023.

John DeMonaco, President

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - January 11, 2023 - Regular Meeting

ATTACHMENTS:

Minutes - January 11, 2023 - Regular Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Regular Meeting of the Board of Directors

Wednesday, January 11, 2023

5:00 p.m. Closed Session

6:00 p.m. Open Session

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 5:00 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 Chief Jeremy Ault; Deputy Chief Carlos Skibar; Acting Deputy Chief Dean Smith; Legal Counsel Jeff Ballinger; Clerk of the Board Angela Robles; Finance Director Mark Shaker; and Human Resources Director Anthony Arroyo.

CLOSED SESSION

President DeMonaco announced and read the Closed Session item.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION -Pursuant to Government Code Section 54957.
Title: Fire Chief

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

ADJOURN TO CLOSED SESSION

President DeMonaco adjourned the Open Session to Closed Session at 5:01 p.m.

REOPEN TO OPEN SESSION

President DeMonaco reopened to Open Session at 6:00 p.m.

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 Chief Jeremy Ault; Deputy Chief Carlos Skibar; Acting Deputy Chief Dean Smith; Legal Counsel Jeff Ballinger; Clerk of the Board Angela Robles; Finance Director Mark Shaker; and Human Resources Director Anthony Arroyo.

REPORT OUT OF CLOSED SESSION

District Legal Counsel Jeff Ballinger reported that there was no reportable action taken on the Closed Session item.

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

Clerk of the Board Robles reported no changes to the agenda.

PRESENTATIONS / ANNOUNCEMENTS

New Employee Introductions

President DeMonaco accompanied by Fire Chief Williams welcomed and introduced Clerk of the Board Angela Robles.

President DeMonaco accompanied by Fire Chief Williams welcomed and introduced Assistant to the Fire Chief Rita Pro.

Employee Recognitions

President DeMonaco accompanied by Fire Chief Williams and Deputy Chief Ault recognized Acting Battalion Chief Jon Cripe for his service as the Fire Districts Training Captain for the 2021-2022 rotation and presented him with a plaque.

President DeMonaco accompanied by Fire Chief Williams recognized Captain Pete Roebuck for his service as the Fire District EMS Training Captain for the 2021-2022 rotation and presented him with a plaque.

The Board of Directors recessed at 6:19 p.m. and reconvened the meeting at 6:28 p.m.

PUBLIC COMMUNICATIONS

Resident Winn Williams spoke about being invited to a labor union event and being uninvited later as not being a dues paying member. Resident Winn Williams expressed how this disappointed him and provided information as to why he does not pay dues.

Resident Winn Williams requested the last four years of board invoices for all Board Members while he was in office as a Board Member.

Chino Valley Professional Firefighters Local 3522 President Pete Roebuck addressed resident Winn Williams during the public comment. He explained how the invites were sent out and after verification, only dues paying members were allowed to attend.

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)

Representative Suzette Dang from San Bernardino County 4th District congratulated re-elected Board Member Mike Kreeger and newly elected Board Member Tom Haughey. Representative Suzette Dang gave a summary of the events taking place around San Bernardino County.

President Pete Roebuck from Chino Valley Professional Firefighters thanked the Board, Management and staff for all their support in the holiday community events.

CONSENT CALENDAR

1. MINUTES

Minutes – December 14, 2022 – Regular Board Meeting

2. MONTHLY DISTRICT REPORT

Month of November 2022

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report – December 2022

4. MONTHLY TREASURER’S REPORT

Monthly Treasurer’s Report – November 2022

5. WARRANTS

Warrants for December 2022 #56635 through #56747

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.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 7 as presented.

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

Moved by Director Ramos-Evinger seconded by Director Haughey carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items #1-7, as presented.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

OLD BUSINESS

None.

NEW BUSINESS

8. BOARD OF DIRECTORS ANNUAL INDIVIDUAL MEMBERSHIP REVIEW

Purpose is for the Board of Directors to review and approve individual annual memberships for Board Members in accordance with Board Policy 1090.

RECOMMENDATION: It is recommended that the Board of Directors review and approve memberships in associations for Board Members presented in per Board Policy 1090.

Staff report by Clerk of the Board Angela Robles.

Clerk of the Board Robles reported that per Board Policy 1090.0 encourages participating in associations, service clubs and fraternal organizations for Board Members in good standing and provides for reimbursement of the direct and reasonable cost of said membership upon annual Board of Directors review and approval.

She also reported the below submittals from Board Members for individual memberships for approval consideration.

President John DeMonaco

Chino Rotary

American Legion

Vice President Harvey Luth

Kiwanis Club of Chino

Director Tom Haughey

Rancho Del Chino Rotary Club

Clerk of the Board Robles reported that Board Members are limited to reimbursement for two such memberships. She also reported that it should be noted that individual memberships may occur throughout the year.

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

Moved by Director Kreeger seconded by Director Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors review and approve memberships in associations for Board Members presented in accordance with Board Policy 1090.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

9. FEMA ASSISTANCE TO FIREFIGHTERS GRANT

Purpose is for the Board of Directors to review, approve and authorize the Fire Chief to accept the FEMA Grant (AFG) in the amount of \$301,483.41 with a required District match of \$30,148.35 for a total project of \$331,631.76.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and authorize the Fire Chief to accept the FEMA Grant (AFG) in the amount of \$301,483.41 with a required District match of \$30,148.35 for a total project of \$331,631.76.

Staff report by Finance Director Mark Shaker.

Finance Director Mark Shaker reported that the District has been awarded the Assistance to Firefighters Grant (AFG) in the amount of \$301,483.41 with a required District match of \$30,148.35 for a total project of \$331,631.76. He also reported that Since 2001, the AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards.

Finance Director Mark Shaker further reported that the District applied for the Assistance to Firefighters Grant through FEMA for Source Capture Exhaust Systems for the District Fire Stations. Source Capture Exhaust Systems allow apparatus to safely vent diesel smoke which is a carcinogen. Modern systems are highly effective at removing harmful exhaust when apparatus are running in the bays. The District's fire stations are each equipped with Source Capture Exhaust Systems that are all in excess of 12 years of age and are failing. He reported that this grant will fund the replacement of the aged systems with new, up to date and NFPA 1500 compliant systems.

Finance Director Mark Shaker reported that the District is required match of \$30,148.35 as well as the total project costs and grant reward will be included in the fiscal year 2022-23 budget through the mid-year amendment process.

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

Discussion was held among the Board regarding the FEMA Grant (AFG) and how the funds will be used.

Moved by Director Kreeger seconded by Director Ramos-Evinger carried by a 5-0 voice vote for the Board of Directors to review, approve and authorize the Fire Chief to accept the FEMA Grant (AFG) in the amount of \$301,483.41 with a required District match of \$30,148.35 for a total project of \$331,631.76.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

FIRE CHIEF'S COMMENTS

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

- December 16th, Board Members and Chief attended the Black Hawk Fire and Rescue Helicopter VIP Demo at Prado Helitack Base in Chino.
- December 16th, Board Members, staff and Chief participated in the Chino Hills Boat Parade.
- December 19th, Board Members and Chief attended the Chino Hills Quarterly Meeting with the Mayor Rogers and City Manager Montgomery.

Fire Chief Williams reported on CONFIRE Items of Interest as follows:

- December 27th, Chief attended a CONFIRE Administrative Committee Meeting in Loma Linda.
- January 9th, President DeMonaco and Chief attended a CONFIRE Board of Directors Meeting in Loma Linda.
 - 4 new hires and they anticipate being fully staffed in the next several months
 - Cad-to-Cad is live with Riverside County

- Under the newly established EMS Division, the cities of Ontario, Yucaipa, and Montclair are now part of the Confire EMS Division
- New Business:
 - Financial Audit Report: Third party consultant of Rogers, Anderson, Malody and Scott LLP conducted the financial audit and provided a Confire reported a clean and unmodified opinion with no management disagreements for Fiscal Year 2021-2022
 - Confire Board took action to approve a new Assistant Director position for future consideration as Confire develops and grows
 - EMS Enterprise Fund was established for the purpose of conducting financial transactions independent of Confire Funds
 - Confire Board elected officers and Ms. Lynn Kennedy, Mayor Pro Tem for the City of Rancho Cucamonga was elected as Chairperson and Mr. Phill Dupper, Mayor for the City of Loma Linda was elected Vice Chair
 - A subcommittee was created for the County Clarification Project for the purpose of clarifying future HR and financial services. The subcommittee consists of 3 Administrative Members and 2 designated Board Members. I am pleased to report that our very own President DeMonaco will serve on the subcommittee.

Fire Chief Williams reported on CONFIRE Items of Interest as follows:

- Administration Office will be closed on Monday, January 16th in observance of Martin Luther King Day.
- A Finance Committee Meeting is scheduled for January 23rd at 8:00 a.m.
- The ASBCSD Monthly Meeting is scheduled for January 23rd at 6:00 p.m. in Rancho Cucamonga.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

Director Haughey

Director Haughey welcomed Clerk of the Board Angela Robles and Assistant to the Fire Chief Rita Pro. Director Haughey reported that he attended the Black Hawk Demo and attended the City of Chino Hills Council Meetings.

Director Kreeger

Director Kreeger welcomed Clerk of the Board Angela Robles and Assistant to the Fire Chief Rita Pro. He reported on meetings and events attended since the last meeting that included the Holiday events; Meeting with the Fire Chief; CVUSD Meetings; and the Black Hawk Demo.

Director Ramos-Evinger

Director Ramos-Evinger reported on meetings and events attended since the last meeting that included the Black Hawk Demo; the Fire Safe Council meeting; City of Chino Council meeting; the Fred L. Burns Committee Meeting; Monthly Meeting with the Fire Chief and the CVUSD Organizational

Meeting. Director Ramos-Evinger welcomed Clerk of the Board Angela Robles and Assistant to the Fire Chief Rita Pro.

Vice President Luth

Vice President Luth reported on meetings and events attended since the last meeting that include City of Chino Hills Council meetings; Monthly Meeting with the Fire Chief and agenda review meeting. Vice President Luth welcomed and congratulated Clerk of the Board Angela Robles and Assistant to the Fire Chief Rita Pro.

President DeMonaco

President DeMonaco reported on meetings and events attended since the last meeting that included a Monthly Meeting with the Fire Chief; IEUA; San Bernardino County Board of Directors meeting and the City of Chino Hills Quarterly Meeting. President DeMonaco welcomed and congratulated Clerk of the Board Angela Robles and Assistant to the Fire Chief Rita Pro. President DeMonaco also thanked CVPF Local 3522 President Pete Roebuck for all the work and support the union has provided at community events.

The entire Fire Board of Directors sent thoughts and prayers out to the Colonna Family for Milan Colonna's speedy recovery.

ADJOURNMENT

The meeting was adjourned at 6:52 p.m. to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, February 8, 2023 at 6:00 p.m. at District Headquarters located at 14011 City Center Drive, Chino Hills, CA 91709.

APPROVED AND ADOPTED THIS 8TH DAY OF FEBRUARY 2023.

Angela Robles, Clerk of the Board

John DeMonaco, President

MONTHLY DISTRICT REPORT 2.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Month of December 2022

ATTACHMENTS:

Monthly District Report December 2022

CHINO VALLEY FIRE DISTRICT



MONTHLY REPORT DECEMBER 2022

TABLE OF CONTENTS

I. Operations

- Incident Response Data

II. Community Risk Reduction

- Permit Revenue Summary Report
- License Revenue Summary Report
- New Construction

DECEMBER 2022

I. Operations:

- Incident Response Data

DECEMBER 2022

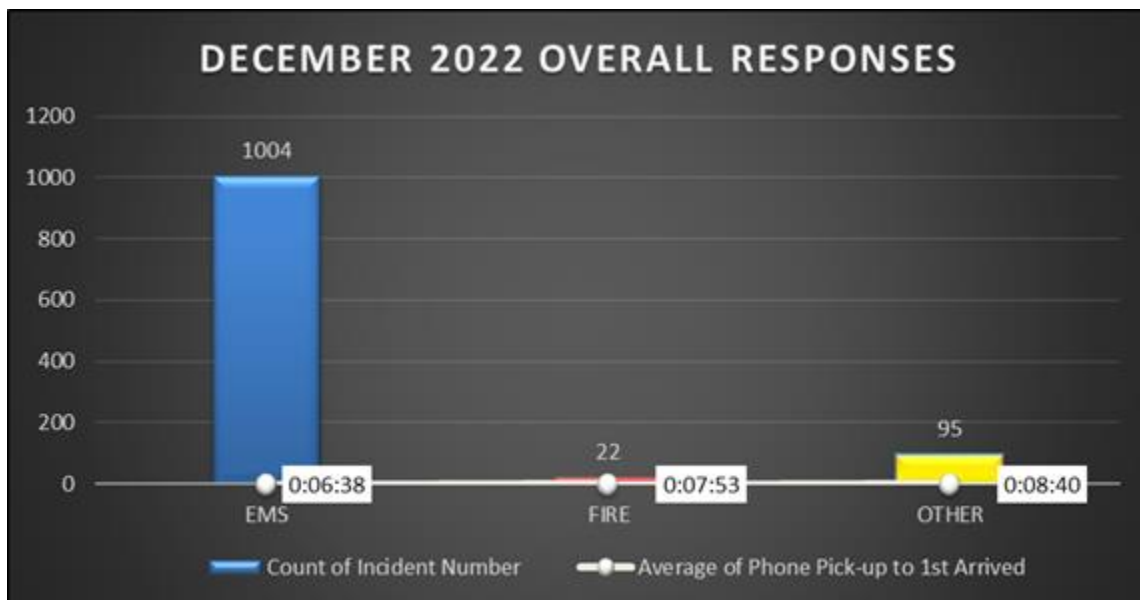
II Community Risk Reduction:

- Permit Revenue Summary Report
- License Revenue Summary Report
- New Construction

CHINO VALLEY FIRE DISTRICT

INCIDENT BASED RESPONSE TIME DATA DECEMBER 2022

Response times are calculated as an average from the time the call taker picked up the phone to the time of first unit arrival.



Total number of incident responses for December 2022: 1,121

FIRE:	22
EMS:	1004
OTHER:	95



Permit Revenue Summary Report

Payments as of 12/31/2022

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2022	\$96,717.00
February	2022	\$116,892.00
March	2022	\$186,721.00
April	2022	\$151,521.00
May	2022	\$193,731.00
June	2022	\$128,178.00
July	2022	\$146,646.00
August	2022	\$121,180.00
September	2022	\$82,687.00
October	2022	\$87,095.00
November	2022	\$74,712.00
December	2022	\$68,823.00
Year To Date	Total	\$1,454,903.00



License Revenue Summary Report

Payments as of 12/31/2022

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2022	\$28,995.00
February	2022	\$14,970.00
March	2022	\$11,770.00
April	2022	\$15,583.00
May	2022	\$17,926.00
June	2022	\$8,634.00
July	2022	\$3,224.00
August	2022	\$12,910.50
September	2022	\$5,301.00
October	2022	\$4,754.00
November	2022	\$2,951.00
December	2022	\$4,644.00
Year To Date	Total	\$131,662.50

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

PROJECT NAME	PROJECT# TRACT	LOCATION	CITY	DEVELOPER/ CONTRACTOR	DESIGN REVIEW	APPROVED	CONST PERMIT	OCCUP
Assisted living and memory care facility 100,000 sq. ft.	Proj. 2019-00004	13225 Serenity Trail	Chino (Co-Area)	Summerland Senior Living	X	X	X	
183 SFD/Vila Borba Montarra & Serena	TR 15989	Butterfield (West of Avenida De Portugal)	C.H.	Lennar	X	X	X	
Vila Borba Multifamily Sites - 19 Lots	TR 16413	Butterfield (South of Avenida De Portugal)	C.H.	Lennar	X	X		
Vila Borba (PA4) Townhomes/Condos 220 Multifamily Units	19SPR04 TR 16414	NEC Butterfield & Avenida De Portugal	C.H.	Lennar	X	X		
149 SFD/Vila Borba Montarra II	TR 16388	Butterfield/Pine	C.H.	Lennar	X	X	X	
Subdivide 6.7 acres into 13 lots Existing home will remain	TR 16959	2294 Carbon Canyon Rd.	C.H.	Richard Meaglia	X	X		
The Commons at Chino Hills/Major 3; Shops 6 and 9	06SPR02	4655/4575/4675 Chino Hills Pkwy.	C.H.		X	X		
BIZPARK - 187,000 sq. ft. Business Park (Office/Commercial/Warehouse)	TPM 20201 07SPR02	Pomona Rincon Rd	CH	Heritage LLC	X			
Coptic Orthodox Church	15CUP04 15SPR04	14715 Peyton Dr.	C.H.	Ramy Awad	X	X		
The Rincon (Imaging Center; Holiday Inn; Wendy's)	15SPR03 Amendment TPM 19846	15855/15851/15931 Soquel Cyn. Rd	C.H.	Philip Lee	X	X	X	
Rancho Cielito PM 4562/Formerly PM 4562; now 20343	PM 20343 17SPR02	15303 Country Club Dr. N/Los Serranos/Valle Vista Dr.; S/Lake Los Serranos (btwn Pipeline/Ramona)	C.H.	Rolling Ridge Ranch Jack Greening Jr.	X			
Costco Gas Station Expansion/Relocation; Car wash and warehouse Expansion	19CUP04	13111 Peyton Dr.	CH	MG2 Architects	X			

**NEW CONSTRUCTION WORKSHEET
DECEMBER 2022**

159 SFDs on 130 Acres; Development to include Comm. Rec. Center, private streets & designated open spaces.	19CUP06 TTM 20317	Shadyview	CH	Trumark Homes	X	X		
Development & Operation of landscape supply business.	19SPR01	SWC Pomona Rincon Rd/Enslor Ln	CH	Rosario Rios	X			
Chino Hills Condominiums	19SPR02	E. Pomona Rincon Rd/S. of Los Serranos Rd	CH	William Ashley Inc	X			
52 Lot subdivision "Paradise Ranch"	19SPR03 TTM 20286	Canyon Hills Rd. (Gentile Property)	CH	True Life Companies	X			
Micro brewery; outdoor patio; I & I Brewing (PH 09/21/21)	20MUP03	4020 Chino Hills Pkwy	CH	I & I Brewery	X	X	X	
2 Sites consisting of 6 Planning Areas; Site 1 = 724 units, Site 2 = 52 units	21SPR01	SW Portion of LSGC & vacant lot @ NEC Los Serranos Rd. & CC Drive	CH	Greening Trust	X			
Western Hills Residences - 187 unit residential development	22SPR01	So. Portion of WHGC/Fairway Dr./CC Rd.	CH	Lewis Land Developers	X			
Hydrogen Fuel Facility w/2 fuel dispensers	22SPR02 22CUP01	3260 Chino Ave.	CH	Fiedler Group	X			
GoStoreIt - 115,740 sq. ft. 6 story self-storage bldg.	22CUP02 22SPR03	SEC Chino Hills Pkwy/Monte Vista Ave	CH	Madison Capital Grp. Mgmt. LLC	X			
U.S. Bowling Corp.: Phase IV McCalla Center	SA 96-09 (R1)	13609, 13613, 13619, 13625 Central Ave.	Chino	Alston Construction	X	X	X	3 of 4 Completed
5,357 sq. ft. office retail & restaurant bldg.	PL10-0709	SEC Euclid Ave/ Kimball Ave	Chino	Ben McBride	X			
2 Story warehouse bldg. & office; 46,560 s.f	PL 14-1133 (SA) APN 102136113	5240 & 5280 Eucalyptus Ave.	Chino	Ever Sun Investments LLC	X	X	X	
Kimball Business Park (Kimball Street 12 Bldgs. remaining - 10 bldgs. now completed 8522 - 8778 Kimball)	PL15-0527 PL15-0528 PL15-0529 PL15-0530	8522/8544/8576/8614/ 8624/8652/8688 8716/8746/8778/8820 Kimball Ave; 15666 Hellman Ave.	Chino	SRG Acquisition	X	X	X (TE#01 02/09/22)	

**NEW CONSTRUCTION WORKSHEET
DECEMBER 2022**

Honda T.I to existing office warehouse; Partial conversion of truck trailer parking	PL16-0245	14141 Yorba Ave	Chino	Withee Malcolm Arch.	X	X	X	X
Proposed 4-story (62 units), 49,711 sq.ft. Senior Apartment Building	PL16-0347 PL16-0357	11930 Central Ave.	Chino	Komar Investments	X	X (PH 09/20/21)		
Andy's Burger's 5,800 sq.ft. drive through restaurant	PL16-0671	4616 Riverside Dr.	Chino	John Wyka	X	X	X	
Euclid Commerce Center - 6 Industrial Bldgs.	PL16-0701 PL16-0702 PL16-0703 PL17-0048	15801; 15841; 15881; 15921; 15893; 15915 Euclid Ave.	Chino	Euclid/Kimball Partners LLP	X	X	X	
Utilize existing 14,720 sq.ft. facility for Islamic Center	PL16-0704 TPM 18903	4711 Chino Ave.	Chino	Chino Valley Islamic	X	X	X	X
Altitude Business Center (Kimabll & Mayhew) Commercial Development - 220,000 sq.ft. Warehouse/Multi-Tenant Bldg. 30,000 sf.ft.	PL16-0456 PL16-0457 TPM 19756	15865, 15791 Quality Way; 15790, 15771, 15825, 15881 Terminal Ct.	Chino	Richland Communities	X	X	N/A	N/A
Distribution Facility for In-N-Out	PL17-0042 PL17-0044 PL19-0048 PL19-0049 PL19-0091 PL19-0092	16000 Quality Way	Chino	In-N-Out Burger	X	X	X	
Fairfield Inn & Suites 4-story Hotel 58,940 sq.ft.	PL17-0060 PL17-0061	14705 Ramona Ave. (Rancho Del Chino)	Chino	JS Hotel Dev.	X	X	X	
Time Extention for TTM 18856 - Rancho Miramonte	PL17-0106 TTM 18856	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	X (TE#1 06/09/21)		
Install Temporary Mobile Office	PL18-0028	7780&7802 Kimball Ave.	Chino	Superior Sod	X	X		
Industrial Bldg. - 8,854 sq.ft.- Warehouse for packaging materials	PL18-0034	5199 F St.	Chino	Moksud Rahman	X	X	X	
Proposed Addition of 14,265 sq. ft. - Wing Lee Poultry	PL18-0038	13625 Yorba Ave.	Chino	Austin Co.	X	X (TE#01 02/09/22)		

**NEW CONSTRUCTION WORKSHEET
DECEMBER 2022**

3,200 S.F. Conv. Store w/a 1,600 S.F. Rest./1,563 S.F. detached carwash; 3,000 S.F. Gas station island	PL18-0047 PL18-0048	15191 El Prado Ave/Central	Chino	Kaykel Investment	X	X	X (TE#2 08/09/21)	
Watson Industrial Park - 3 Industrial Bldgs - 267K - 560K sq.ft.; Bldgs. 847, 848, 849; 8975 & 9129 Remington- Complete	PL18-0040 PL18-0041	SWC/SEC Remington/Hellman 8841 Remington	Chino	Watson Land Co.	X	X	X	
Assisted living facility - 72 units	PL18-0057 PL18-0058	Guardian Way btwn 10th & Vernon Ave	Chino	Source Architecture Inc	X	X (TE#2 06/08/22)		
SFD attached duplex & triplex development - 106 units Morning Sun	PL18-0059 TTM 20231	APN 1055-451-03 LOT 11	Chino	Lennar	X	X	X	72 of 106
Subdivide land into 5 parcels for single family homes - Monte Vista Village	PL18-0063 PL18-0064 PL18-0065 TTM 20227	12948 Monte Vista	Chino	Global Wood Solutions	X	X	N/A	N/A
8 Manufacturing/Warehouse bldgs. - Ranging btwn 12k sq.ft. - 205k sq.ft.	PL18-0070 PL18-0071 PL18-0072	NEC Bickmore/Euclid Ave.	Chino	Alere Property Group LLC	X	X		
The Landings - 200 homesites w/SFD & Townhomes (Waypoint & Crossings)	PL18-0073 TR 20008	N/o Bickmore; W/o Rincon Meadows	Chino	Lennar Homes	X	X	X	X
Addition to existing bldg. and construction of shade canopies (2)	PL18-0086 PL18-0087	13677 Yorba Ave.	Chino	Gerald Mele & Associates	X			
Two proposed warehouse bldgs. Totaling 2,080k sq.ft.	PL18-0090 PL18-0091 PL18-0118 PL18-0119 PL18-0120 TPM 20071	16195 Mountain Ave.	Chino	Majestic Realty	X			
SFD - 26 units	PL18-0094 TTM 20169	Pine/Meadowhouse	Chino	Chino Preserve Dev. Corp.	X			
Two lots for Condos - 177 units	PL18-0096 TTM 20173	Pine/Meadowhouse	Chino	Chino Preserve Dev. Corp.	X			
Construct building for light industrial use	PL18-0099 PL18-0100 PL18-0101	9301 Remington (SEC Moon/Remington)	Chino	HIP So-Cal Properties LLC	X	X		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

Warehouse Bldg. 61,023 sq.ft.	PL18-0103 PL18-0099 PL20-0010	9261 Remington	Chino	Steve Hong	X	X	X	
23,850 sq. ft. Commercial Center "Chino Pipeline Center"	PL18-0035 PL18-0105 TTM 20028	4076 Chino Ave	Chino	Creative Design Assoc	X	PH 10/17/22		
Expansion of Existing Veterinary Bldg. 2,999 sq. ft.	PL18-0106	3415 Chino Ave.	Chino	Steven Dunbar	X	X	X	X
Two concrete tilt-up warehouse/office buildings TPM 20058	PL18-0112 PL18-0113	14468 Central Ave.	Chino	OC Engineering	X	X		
Eagles Nest V & VI Aviation Business Park 158,490 sq. ft. Bus. Park - 4 executive hangars	PL18-0114 Prev. SA05-33	7000 Merrill Ave. (NEC) APN 1026-081-10 to12	Chino	Chino Dev. League	X	X		
Relocating existing day spa to a new location	PL18-0125	14516 Pipeline Ave.	Chino	John R. DeWorken	X	X		
16,950 S.F. warehouse/office	PL19-0003	15022 La Palma Dr.	Chino	Homtomi C01 Partners LP	X	Public Hearing 7/20/2020 (TE #1 6/23/21)		
3 Housing products - 68 detached dwelling units and auto courts; 28 attached duplexes and 72 attached triplexes (Lily/Lotus)	PL19-0021 PL19-0022 TTM 20247	NEC Bickmore Ave./Mayhew Ave.	Chino	Richland Ventures LLC	X	X	X	41 of 165
Construction of self-service carwash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X			
Proposed 3 acre park with restrooms & shade structure	PL19-0046	NEC Discovery Park Ave/Innovation	Chino	Chino Preserve Dev.	X			
15 Single Family Detached Homes (TTM 20235) "Francis Crossing"	PL19-0055	5084 Francis Ave	Chino	Kevin L Cramer	X			
Storage Units w/Office Space	PL19-0059	13381 11th St.	Chino	Mike/Debbie Boyle	X			
Conversion of residential to office	PL19-0068	13132-13138 9th St.	Chino	Jianyun Wang	X			

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

Homecoming Phase 5 - 187 Homes incl. 14 live/work units; Main St. Apartments - 172 Units	PL19-0071 PL19-0089 PL20-0007 TTM 20326	16300 East Preserve Loop	Chino	Chino Preserve Dev	X	X	X UG Permit	
116 Detached Condominium Community (Block 4) Voyage @ Discovery Park	PL19-0072 TR 20167 TR 20248	Market St./ Discovery Park Ave.	Chino	Lennar	X	X	X	51 of 116
123 Condominiums "Bungalows"; Delia @ The Preserve (MSA PL 18-0010/ PL 18-0011)	PL19-0073 TR 20171	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Tri Pointe Homes	X	X	X	78 of 123
76 Single-Family units (Amelia) (MSA PL 18-0010/ PL 18-0011)	PL19-0074 TR 20172	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Pulte Homes	X	X	X	70 of 76
116 Detached Condos - Gardenside (Liberty Deluxe) (MSA PL 18-0010/ PL 18-0011)	PL19-0075 TR 20170 TR 20270	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Richmond America	X	X	X	16 of 80
123-unit living/memory care facility; 2 Office Bldgs. And 2 Rest. Pads (PH 12.07.20)	PL19-0079 PL19-0080	Btwn Central Ave/ Benson Ave	Chino	Clover Estates	X	X (TE#1 12/08/21)		
Town Center @ The Preserve; 146,648 sq. ft. Commercial Center.	PL19-0082 PL20-0016 (TPM) 20333 PL2017-0017 PL20-0018	Pine Ave. & Main St.	Chino	Lewis Retail Centers	X	X	(TE#1 03/23/2022)	
Construction of 3,500 sq. ft. self-service carwash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X	X (TE#1 07/07/21)		
4 Warehouse/Comm. Bldgs	PL19-0086 PL19-0103	12438/12448/12480/ 12473 East End Ave.	Chino	Clark Neuhoff	X	X	X	
Indoor RC car racetrack & baseball/softfall training and Rec Fac.	PL19-0105	13871 Oaks Ave.	Chino	The Field 3 LLC	X	X		
Convert existing warehouse into medical office	PL19-0090	5143 D Street	Chino	Youkun Nie	X	X	X	
Single Story commercial Bldg., 8058 sq. ft.	PL19-0101	6903 Schaefer Ave.	Chino	Architects McDonald, Soutar & Paz, Inc.	X	X	X	
Three Tilt-up Bldgs. (Previously PR-PL19-0014)	PL20-0003 PL20-0004 PL20-0005	12040 East End Ave	Chino	Lankershim Industrial Inc.	X			

NEW CONSTRUCTION WORKSHEET
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Parklin @ Discovery Park (Block 4) 68 detached auto courts residential units	PL20-0006 TPM 20168 TTM 20164 Lot 2 & 3	SWC Hellman/Market Mountain Ave/ Satterfield Way	Chino	Richmond American Homes	X	X	X	59 of 68
Proposed Accessory Structure (garage/storage)	PL20-0008	6010 Walnut Ave.	Chino	Water Living Church	X			
Proposed K-8 school, park, community center, and library	PL20-0014 (MSA) PL21-0026	Market St./ Main St./ E. Preserve Loop/ Legacy Park	Chino	Chino Holding Co.	X			
Proposed 28,153 S.F. lot subdivision into 2 residential lots	PL20-0019 TPM 20207	13515 Monte Vista Ave.	Chino	KG Investments LLC	X	X	N/A	N/A
Fast Food Restaurant w/drive-thru; 2,400 s.f. (Modify SCUP PL05-0033) El Pollo Loco	PL05-0033 PL20-0025	6981 Schaefer Ave.	Chino	McDonald, Soutar & Paz Inc.	X	X	X	
295,300 sq.ft. one story tilt-up bldg.with 15,000 sq. ft. office/mezzanine;	PL20-0026 PL20-0027 PL20-0028 PL20-0029	13404 Yorba Ave 13461 Ramona Ave. 13402 Yorba Ave.	Chino	Brandi Smith	X	TE01 PL20-0026/ PL20-0029		
2 Commercial/Retail buildings	PL20-0039 PL20-0040 PL20-0041 PL20-0042	NWC Kimball/Hellman	Chino	Orbis LCG Kimball LLC	X	X PH 03/01/21		
Multi-Family Condo Dev N1 - Rancho Miramonte;1 10 bldgs w/6 dwelling units per bldg.	PL20-0046	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
Detached Condo Dev. - N2 - Rancho Miramonte; 67 detached buildings	PL20-0047	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
Multi-Family Condo Dev. - N3 Rancho Miramonte; 12 Bldgs w/6 dwelling units	PL20-0048	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
SFD - 110 units N4 - Rancho Miramonte	PL20-0051	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
76 detached condos; N9 - Rancho Miramonte	PL20-0052	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 8/16/21		
60 Dwelling Units N6 - Rancho Miramonte	PL20-0055	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 8/16/21		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

55 Dwelling Units N7 - Rancho Miramonte	PL20-0056	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
26,474 sq. ft Parcel division; (1) 9,820 sq. ft.; (2) 8,611 sq. ft.; (3) 8043 sq. ft. TMP20280	PL20-0058 PL20-0059	12308 Fern Ave	Chino	Truong Dong	X			
163 Two-story homes	PL20-0060	Mountain Ave/Merrimack St	Chino	Lennar Homes	X			
Subdivide parcel into singe lot tract for condo purposes; total of 210 MFD	PL20-0062 PL21-0021 TTM 20380	Academy/Legacy	Chino	Chino Holding Co.	X	PH 03/21/22		
Custom designed 1,400 sq. ft. Accessory structure.	PL20-0065	4231 Walnut Ave.	Chino	Brian Hoogeveen	X			
1,732 sq. ft. detached workshop	PL20-0066	4114 Hacienda Ln.	Chino	Roberto Graciano	X	X PH 03/01/21		
68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	PL20-0071	Bickmore Ave/Mayhew	Chino	KB Homes Costal Inc.	X	PH 9/20/21		
3.7 acre Rec center & 1.4 acre park "Rancho Miramonte 68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	PL20-0072	Chino Corona Rd /Cucamonga Ave	Chino	The Miramonte Investors	X			
Two story 16,000 sq. ft. Bldg. on 45,000 sq. ft. lot	PL21-0001 PL21-0002	13779 Central Ave.	Chino	TZC LLC	X			
3.74 Acres proposed Commercial/Retail/Restaurant "The Campus at College Park"	PL21-0004 PL21-0005	Eucalyptus/Oaks/ Notre Dame	Chino	United Trust Realty Corp	X			
Commercial Development w/car wash; drive- thru restaurant & retail	PL21-0011 PL21-0012	6132 Riverside Dr.	Chino	Pacif Rim Arch.	X			
79 Single Family Detached Units - Block 4 Greenway @ The Preserve	PL21-0013 TR 20165	N/O Legacy Park St. E/O Discovery Park Ave.	Chino	Century Communities	X	X	X	45 of 79
Develop of 69 detached homes - Driftstone	PL21-0023 (TR 20166)	NEC Hellman/ Legacy Park St	Chino	KB Homes	X	PH 9/20/21	X	18 of 69
56 Dwellings Units; (Block 4) Previously approved as part of MSA PL18-0012	PL21-0027 TR 20249	NWC Discovery Park/Legacy Park	Chino	Chino Preserve Dev.	X	X		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

Modification of Master Site Approval for K-8 school; Comm. Center, Library, Public Park and High Density Residential	PL21-0031 PL21-0032 TR 16420	Market St/Main St/E. Preserve Loop/Legacy Park	Chino	Chino Holding Co.	X			
Commercial Development consisting of approx. 18 bldgs. - Altitude Business Center East	PL21-0036 PL21-0037 PL21-0038	15625/15661/15750 Terminal Ct; 15865/15791 Quality	Chino	Richland Ventures LLC	X	X		
Baseball/Softball Academy "Line Drive Academy"	PL21-0039	15642 Dupont Ave	Chino	Mike Brocki	X	X		
Proposed amendment of EBSPS; land use change from Business Park to Manufacturing	PL21-0042	4331 Eucalyptus Ave	Chino	Eucalyptus LPIV 5 LLC	X			
Renewal of (1) existing modular office trailer for occasional meeting use	PL20-0035 PL21-0044	14005 S. Benson Ave	Chino	Maricela Gutierrez	X			
21.90 acre MSA - 114 SFD	PL21-0045 PL21-0057 (TTM 20446)	8340 Chino Corona Rd	Chino	Chino Preserve Dev. Corp	X		N/A	N/A
Proposed Animal Hospital	PL21-0047 PL21-0048	3959 Grand Ave	Chino	Cole Theel	X	X TE01 07/27/22		
Design guidelines for Fallon Crest	PL21-0049	8424 Bickmore Ave	Chino	Fallon Crest Farms	X	PH 10/17/22		
852 sq. ft. Exterior refrigeration enclosure for existing Ind. Bldg.	PL21-0050	12290 Colony Ave	Chino	The Ziegenfelder Co	X			
Block 11 - MSA Proposed mix of 4 residential product types, totaling 305 units and Rec Center (Block 11)	PL21-0056 PL21-0075 TTM 20445	SEC Legacy Park/ E Preserve Loop Rd/ Corona Rd	Chino	Chino Preserve Dev. Corp	X		N/A	N/A
50,000 sq. ft. Ind. Bldg. (Part of Altitude Business Centre)	PL21-0061	15771 Terminal Ct	Chino	Link Logistics R.E.	X	X	UG Issued	
Pine Tree Motel expansion; 13,696 sq. ft. two-story addition with 31 rooms; 320 sq. ft. fitness room/48 parking spaces (Previous PL18-0020/PL18-0021)	PL21-0063 PL21-0064	12018 Central Ave.	Chino	J.C. Mann Arch.	X			
149 Condo Units; TR 20161 - The Meadows	PL21-0071 PL21-0072 TTM 20173	Meadow House/ Desert Holly	Chino	Beazer Homes Holding, LLC	X			
Request to subdivide one parcel into two	PL21-0074 TPM 20432	11841 Telephone Ave.	Chino	Frank Borges	X		N/A	N/A

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

Massage Establishment	PL21-0076	5420 Philadelphia St. Ste. F	Chino	Bao Xin Jin	X	X	X	
188 Condos on 23.60 acres MSA/SA	PL22-0002 PL22-0003	NEC Pine/E. Preserve Loop	Chino	Tri Pointe Homes	X	PH 10/17/22		
Proposed use of RV dealership	PL22-0014	Corporate Center Dr	Chino	Crytsal Cardona/Andersen Arch.	X			
Construct new industiral bldgs. (8,880 sq. ft)	PL22-0016	5437 Chino Ave	Chino	MNM Construction	X			
Proposed one-story Wienerschnitzel	PL22-0019	15713 Euclid Ave.	Chino	Andersen Arch	X			
Exterior T.I. project, 26,032 sq. ft. courtyard space	PL22-0020	4201 Eucalyptus Ave	Chino	Matthew Decker	X			
Old School House Museum Bam & Site Improvement Project	PL22-0025	5493 B Street	Chino	City of Chino	X			
Transfer an existing winery for onsite and offsite consumption for wine production.	PL22-0026	13788 Roswell Ave. #166	Chino	Argonza Estate	X		N/A	N/A
28,891 sq. ft. Industrial building	PL22-0027	Oaks Ave.	Chino	John Cataldo	X			
Industriral Bldg. in the Preserve Specific Plan Are	PL22-0028 PL22-0029 PL22-0030	8711 Remington Ave	Chino	Majestic Realty	X			
K-9 Private Christian School	PL22-0032	12765 Oaks Ave	Chino	Joel Hendley	X			
197 Units (Cottages/Cluster Homes) APN 1055-421-61 & 1055-611-01; (Previously PL20-0053/PL20-0054	PL22-0036 TR 20369	Pine Ave. & E. Preserve Loop	Chino	KB Homes	X	PH 11/16/22		
9.75 acre Public Park "Town Center Park"	PL22-0037	SEC Main St/Market St	Chino	Chino Preserve Dev.	X			
Subdivide 2 parcels into 4 parcels for commercial office condo units & office buildings	PL22-0040 TTM 20538	5578,5592,5624, 5632 Philadelphia St.	Chino	City of Chino	X			
Subdvide one parcel creating two parcels	PL22-0043 TPM 20570	13674 San Antonio Ave	Chino	Gilbert Salazar	X	PH 10/17/22	N/A	N/A

NEW CONSTRUCTION WORKSHEET
DECEMBER 2022

Preserve Town Center; Proposed Chipotle	PL22-0048	8363 Pine Ave	Chino	John Dugan Arch	X			
1,500 sq.ft. non-habitable ADU/Barn/RV Storage	PL22-0050	6145 Joaquin St	Chino	Shiv Talwar	X			
TPM 20593 to merge 2 existing parcels and subdivide to create 3 parcels	PL22-0070 TPM 20539	6699 Riverside Dr.	Chino	MM Development, Inc.	X			
Petco full service veterinary clinic	PL22-0072	3820 Grand Ave.	Chino	Michelle Slayden	X			
Orbis Commercial Center	PL22-0074 PL22-0075	NWC Euclid Ave/Schaefer Ave	Chino	Clark Schaefer Partners, LLC	X			
Site developed into a trailer truck parking lot used for storage of vehicles, trailers & equipment	PL22-0081	2220 Mills Ave	Chino	Harry Heady	X			

MONTHLY FINANCIAL REPORT 3.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY FINANCIAL REPORT - JANUARY 2023

PURPOSE:

Purpose is to present the Chino Valley Fire District's financial activity for the month ended January 31, 2023, and for the fiscal year-to-date in comparison to the Amended budget.

DISCUSSION:

This report provides revenue and expenditure information for the month of January 2023, and for the fiscal year in comparison to the 2022-23 amended budget and the prior year-to-date actual amounts.

Cyclical Nature of District Revenues and Year-End Adjustments

As District revenues are largely cyclical, the majority of District property tax revenues are received during the November/December and April/May timeframes. Readers of the District's monthly financial reports should be cautioned when drawing conclusions regarding total revenues minus total expenses in any given month. Generally, over time, a more meaningful comparison may be drawn between the current and prior year-to-date totals, as well as the year-to-date variances between budgeted and actual financial performance. Additionally, there are a number of required adjustments to the District's financial statements after each fiscal year-end which can have a significant impact on the final numbers for the fiscal year. Over the course of the fiscal year, the attached two-year revenue and expenditure comparison graphs are intended to provide a summary comparison of the District's total revenues and expenditures between the current and prior fiscal year-to-date.

RECOMMENDATION:

It is recommended that the Board of Directors of the Chino Valley Fire District receive and file this financial report.

ATTACHMENTS:

Financial Report January 2023



Chino Valley Fire District Monthly Financial Report - Summary

As of January 31, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year-to- date Actual Amount	Variance From Prior Year
Funds 100/500							
REVENUE							
Property tax revenue	\$ 911,186	\$ 21,588,215	\$ 38,242,619	\$ (16,654,404)	56%	\$ 20,076,757	\$ 1,511,458
Contract revenue	1,142,262	7,400,484	11,788,511	(4,388,027)	63%	6,404,454	996,030
Other revenue	493,370	2,502,067	3,142,180	(640,113)	80%	7,151,233	(4,649,166)
REVENUE TOTALS	\$ 2,546,818	\$ 31,490,766	\$ 53,173,310	\$ (21,682,544)	59%	\$ 33,632,444	\$ (2,141,678)
EXPENSE							
Salaries and benefits	\$ 2,921,773	\$ 25,596,931	\$ 44,332,516	\$ 18,735,585	58%	\$ 25,567,729	\$ 29,202
Services and supplies	598,070	3,237,015	7,622,839	4,385,824	42%	3,077,879	159,136
Capital outlay	25,093	639,580	1,586,651	947,071	40%	726,708	(87,128)
EXPENSE TOTALS	\$ 3,544,936	\$ 29,473,526	\$ 53,542,006	\$ 24,068,480	55%	\$ 29,372,316	\$ 101,210
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 2,546,818	\$ 31,490,766	\$ 53,173,310	\$ (21,682,544)	59%	\$ 33,632,444	\$ (2,141,678)
EXPENSE TOTALS	\$ 3,544,936	\$ 29,473,526	\$ 53,542,006	\$ 24,068,480	55%	\$ 29,372,316	\$ 101,210
Funds 100/500 - Net Gain (Loss)	\$ (998,118)	\$ 2,017,240	\$ (368,696)	\$ 2,385,936	(547%)	\$ 4,260,128	\$ (2,242,888)
Transfers In - Capital Replacement	\$ -	\$ 63,722	\$ 63,722	\$ -	100%		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue	(213,004)	(22,113)	-	(22,113)		(276,987)	254,874
REVENUE TOTALS	\$ (213,004)	\$ (22,113)	\$ -	\$ (22,113)		\$ (276,987)	\$ 254,874
EXPENSE							
Services and supplies	756	4,506	-	4,506		4,514	(8)
EXPENSE TOTALS	\$ 756	\$ 4,506	\$ -	\$ 4,506		\$ 4,514	\$ (8)
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ (213,004)	\$ (22,113)	\$ -	\$ (22,113)		\$ (276,987)	\$ 254,874
EXPENSE TOTALS	\$ 756	\$ 4,506	\$ -	\$ 4,506		\$ 4,514	\$ (8)
Fund 800 - Restrictd Assets Net Gain	\$ (213,760)	\$ (26,619)	\$ -	\$ (26,619)		\$ (281,501)	\$ 254,882
Grand Totals, All Funds							
REVENUE TOTALS, INCL.	\$ 2,333,814	\$ 31,532,375	\$ 53,237,032	\$ (21,704,657)		\$ 33,355,457	\$ (1,886,804)
EXPENSE TOTALS	\$ 3,545,692	\$ 29,478,032	\$ 53,542,006	\$ 24,063,974		\$ 29,376,830	\$ 101,202
Grand Total Net Gain (Loss)	\$ (1,211,878)	\$ 2,054,343	\$ (304,974)	\$ 2,359,317		\$ 3,978,627	\$ (1,988,006)



Chino Valley Fire District Monthly Financial Report

As of January 31, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Funds 100/500							
REVENUE							
Property tax revenue							
Property tax - current secured	\$ 376,551	\$ 19,076,894	\$ 34,609,174	\$ (15,532,280)	55%	\$ 17,774,726	\$ 1,302,168
Property tax - current unsecured	134,132	1,359,510	1,376,720	(17,210)	99%	1,290,378	69,132
Property tax - current utility	101,998	101,998	681,836	(579,838)	15%	96,634	5,364
Property tax - prior and penalty	110,521	736,735	800,000	(63,265)	92%	649,901	86,834
Property tax - home owner's exemption	79,115	113,021	314,505	(201,484)	36%	120,513	(7,492)
Property tax - supplemental	108,130	196,560	415,384	(218,824)	47%	124,849	71,711
Property tax - weed abatement	739	3,497	45,000	(41,503)	8%	19,756	(16,259)
Property tax revenue Totals	911,186	21,588,215	38,242,619	(16,654,404)	56%	20,076,757	1,511,458
Contract revenue							
Current services	1,142,262	7,400,484	11,788,511	(4,388,027)	63%	6,404,454	996,030
Contract revenue Totals	1,142,262	7,400,484	11,788,511	(4,388,027)	63%	6,404,454	996,030
Other revenue							
Permit and inspection fees	130,023	752,110	1,572,597	(820,487)	48%	854,266	(102,156)
Weed abatement	-	34,956	30,000	4,956	117%	1,112	33,844
Other sales	573	1,102	3,000	(1,898)	37%	2,011	(908)
Other revenue	2,205	38,595	90,000	(51,405)	43%	28,435	10,160
Mutual aid recoveries	288,108	1,535,241	500,000	1,035,241	307%	2,934,795	(1,399,554)
Grants	-	-	30,000	(30,000)	0%	3,325,209	(3,325,209)
Sale of fixed assets	-	-	-	-	+++	300	(300)
Donations	-	-	1,000	(1,000)	0%	-	-
Capital acquisitions	-	-	790,583	(790,583)	0%	-	-
Interest revenue	72,462	140,063	125,000	15,063	112%	5,106	134,957
Other revenue Totals	493,370	2,502,067	3,142,180	(640,113)	80%	7,151,233	(4,649,166)
REVENUE TOTALS	\$ 2,546,818	\$ 31,490,766	\$ 53,173,310	\$ (21,682,544)	59%	\$ 33,632,444	\$ (2,141,678)



Chino Valley Fire District

Monthly Financial Report

As of January 31, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
EXPENSE							
Salaries and benefits							
Salaries regular	\$ 1,531,157	\$ 10,702,875	\$ 20,723,832	\$ 10,020,958	52%	\$ 9,678,634	\$ 1,024,240
Salaries - part time	5,295	81,780	71,586	(10,194)	114%	50,673	31,106
Uniform allowance	46,450	49,914	48,850	(1,064)	102%	43,879	6,036
Coverage - training and support	64,629	982,083	1,073,826	91,743	91%	1,709,485	(727,402)
Coverage - emergency response and leave	404,639	2,912,134	3,997,468	1,085,334	73%	3,204,094	(291,960)
Coverage - worker's compensation	42,698	391,807	1,200,000	808,193	33%	760,129	(368,322)
Call back or standby	868	6,107	11,315	5,208	54%	6,014	93
Separation payments	-	120,537	404,000	283,463	30%	216,940	(96,403)
Special compensation	60,958	425,281	806,791	381,510	53%	374,297	50,984
Annual leave buyback	-	-	600,000	600,000	0%	70,641	(70,641)
PERS retirement	367,060	6,644,534	8,561,905	1,917,371	78%	6,027,549	616,984
Survivor's benefits	268	1,890	12,398	10,508	15%	1,789	101
Long term disability	718	10,416	33,468	23,052	31%	11,662	(1,246)
Unemployment insurance	15,789	17,173	17,024	(149)	101%	14,183	2,989
Health and dental insurance	232,910	1,709,578	3,625,760	1,916,182	47%	1,560,964	148,613
Social security medicare	29,745	225,956	339,068	113,112	67%	232,181	(6,226)
State disability insurance	2,589	18,399	38,160	19,761	48%	16,992	1,407
Worker's compensation expense	30,306	701,364	1,550,000	848,636	45%	1,061,469	(360,105)
Life insurance	6,756	46,911	91,141	44,230	51%	43,879	3,031
Deferred comp benefit	73,569	513,592	914,044	400,452	56%	448,973	64,619
Technology Allowance	5,369	34,602	64,380	29,778	54%	32,920	1,683
Tuition reimbursement	-	-	147,500	147,500	+++	381	(381)
Salaries and benefits Totals	2,921,773	25,596,931	44,332,516	18,735,585	58%	25,567,729	29,202



Chino Valley Fire District Monthly Financial Report

As of January 31, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Services and supplies							
Clothing	46,137	65,531	303,287	237,756	22%	51,982	13,549
Telephone	28,377	131,195	274,080	142,885	48%	122,619	8,577
Cellular phones	13,421	41,739	74,160	32,421	56%	36,232	5,507
Electronic equipment maintenance	15,479	324,819	527,774	202,955	62%	245,937	78,883
Food	174	1,151	13,750	12,599	8%	4,418	(3,267)
Memberships	1,255	17,843	40,697	22,854	44%	16,107	1,736
Publications	3,346	6,120	16,140	10,020	38%	3,019	3,101
Legal postings	1,566	4,410	11,800	7,390	37%	2,724	1,686
Small tools and equipment	9,789	93,493	275,717	182,224	34%	46,701	46,792
Inventory equipment	19,587	97,002	190,050	93,048	51%	34,303	62,699
Non-inventory equipment	15,483	31,795	275,180	243,385	12%	54,964	(23,169)
Special department expenses	1,907	19,929	78,125	58,196	26%	23,007	(3,079)
Training	36,233	139,203	383,624	244,421	36%	69,001	70,203
Utilities	23,670	175,062	305,664	130,602	57%	153,590	21,472
General liability insurance	-	502,392	500,000	(2,392)	100%	427,002	75,390
Office supplies	6,917	22,273	56,000	33,727	40%	21,691	582
Postage	568	8,591	20,000	11,409	43%	5,814	2,777
Printing	308	1,235	42,700	41,465	3%	3,250	(2,015)
Services - auditing	-	20,500	21,000	500	98%	18,905	1,595
County services	-	-	370,000	370,000	0%	-	-
Services - legal	-	29,419	350,000	320,581	8%	141,750	(112,331)
Services - dispatch	172,254	536,033	704,588	168,555	76%	474,504	61,529
Services - other	68,845	340,981	1,193,378	852,397	29%	268,090	72,890
General household expense	5,393	19,074	27,420	8,346	70%	13,451	5,623
Medical supplies	11,523	118,263	259,827	141,564	46%	142,960	(24,697)
Vehicle maintenance	48,187	151,126	355,400	204,274	43%	284,338	(133,212)
Equipment maintenance	5,811	25,749	127,403	101,654	20%	25,172	577
Fuel	34,219	147,694	300,000	152,306	49%	119,275	28,418
Structure maintenance	27,621	164,419	525,075	360,656	31%	265,919	(101,500)
Structure rent/lease	-	(25)	-	25	+++	1,155	(1,180)
Services and supplies Totals	598,070	3,237,015	7,622,839	4,385,824	42%	3,077,879	159,136



Chino Valley Fire District Monthly Financial Report

As of January 31, 2023

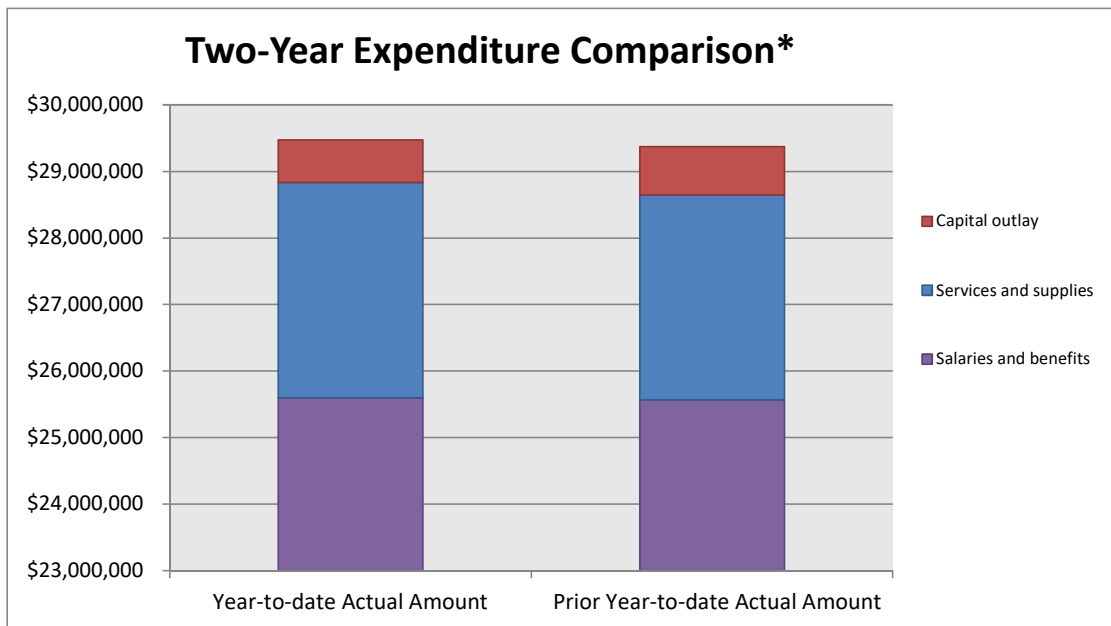
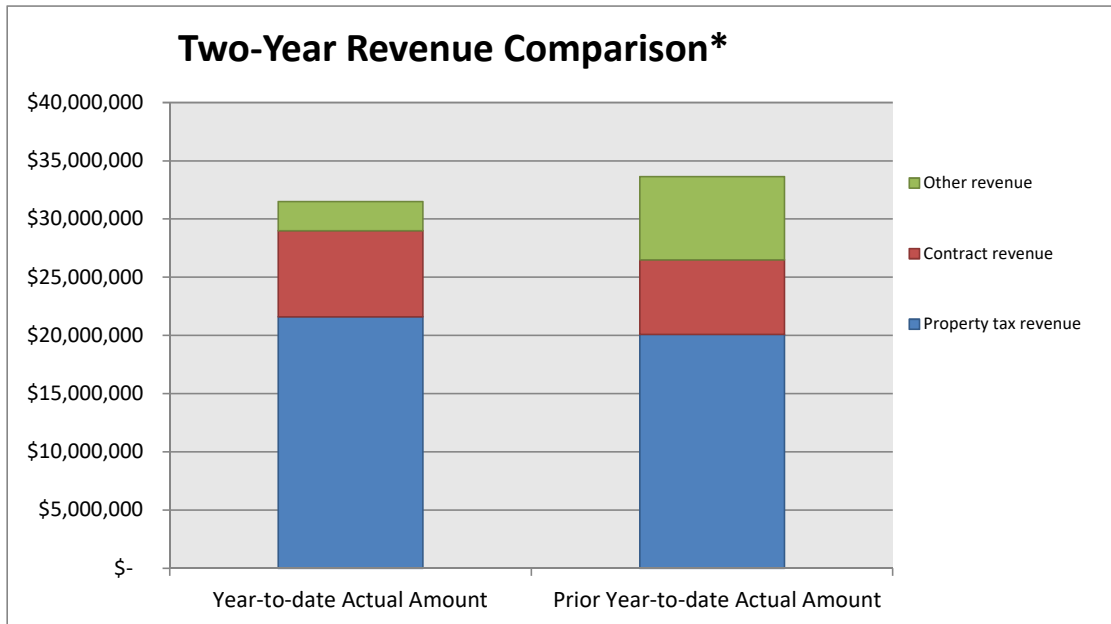
Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Capital outlay							
Capital - land	-	-	-	-	+++	-	-
Capital - structure improvements	9,470	9,470	810,583	801,113	1%	19,398	(9,928)
Capital - equipment	-	323,466	342,070	18,604	95%	79,760	243,706
Capital - vehicles	15,623	306,644	433,998	127,354	71%	627,550	(320,906)
Capital - lease purchase equipment	-	-	-	-	+++	-	-
Capital outlay Totals	25,093	639,580	1,586,651	947,071	40%	726,708	(87,128)
EXPENSE TOTALS	\$ 3,544,936	\$ 29,473,526	\$ 53,542,006	\$ 24,068,480	55%	\$ 29,372,316	\$ 101,210
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 2,546,818	\$ 31,490,766	\$ 53,173,310	\$ (21,682,544)	59%	\$ 33,632,444	\$ (2,141,678)
EXPENSE TOTALS	3,544,936	29,473,526	53,542,006	24,068,480	55%	29,372,316	101,210
Fund 100/500 - Net Gain (Loss)	\$ (998,118)	\$ 2,017,240	\$ (368,696)	\$ 2,385,936	(547%)	\$ 4,260,128	\$ (2,242,888)
Transfers In - Capital Replacement	\$ -	\$ 63,722	\$ 63,722	\$ -	100%		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue							
Restricted - Sec115 Trust Interest	(213,004)	(22,113)				(276,987)	254,874
REVENUE TOTALS	\$ (213,004)	\$ (22,113)				\$ (276,987)	\$ 254,874
EXPENSE							
Services and supplies							
Restricted - Sec115 Trust Admin Expense	756	4,506				4,514	(8)
EXPENSE TOTALS	\$ 756	\$ 4,506				\$ 4,514	\$ (8)
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ (213,004)	\$ (22,113)				\$ (276,987)	\$ 254,874
EXPENSE TOTALS	756	4,506				4,514	(8)
Fund 800 - Restrictd Assets Net Gain (Loss)	\$ (213,760)	\$ (26,619)				\$ (281,501)	\$ 254,882
Grand Totals, All Funds							
REVENUE TOTALS, INCL. TRANSFERS IN	\$ 2,333,814	\$ 31,532,375	\$ 53,237,032	\$ (21,704,657)		\$ 33,355,457	\$ (1,823,082)
EXPENSE TOTALS	3,545,692	29,478,032	53,542,006	24,063,974		29,376,830	(101,202)
Grand Total Net Gain (Loss)	\$ (1,211,878)	\$ 2,054,343	\$ (304,974)	\$ 2,359,317		\$ 3,978,627	\$ (1,924,284)



Chino Valley Fire District

Monthly Financial Report - Graphs

As of January 31, 2023



*Excludes restricted 115 Trust activity

MONTHLY TREASURER'S REPORT 4.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY TREASURER'S REPORT - DECEMBER 2022

PURPOSE:

Purpose of this report is to inform the Board of Directors of current investment activities of the Chino Valley Fire District.

DISCUSSION:

Attached is a summary of the cash in bank and District investments. The information is displayed graphically as follows:

Chart 1: Presents a Two Year Overview of Cash Deposits and Unrestricted Investment Funds.

Chart 1A: Presents a One Year Overview of Restricted Investment Funds.

Chart 2: Presents an Overview of Total Cash and Unrestricted Investments beginning January 1996 to date.

Chart 3: Presents an Overview of the Rate of Return from the LAIF account beginning January 1996 to date.

As the District generally observes a "buy and hold" strategy, the District typically holds investments until maturity, unless called by the issuing agency, if applicable. Accordingly, fluctuating market values of the District's fixed instrument investments, while noted in this report, are only realized if these investments are liquidated prior to maturity. Government accounting standards require that the District account for market values below cost, if applicable.

In FY17, the District deposited \$5 million into a Section 115 Retirement Trust and another \$1.4 million after inception. Funds accumulated in the Trust are legally restricted for use in paying down pension obligations. Accordingly, 115 Trust funds are reported in the Treasurer's Report as restricted investments. Chart 1A also includes funds received in February 2022 from the City of Chino Hills under an agreement for construction of Fire Station 68 in Chino Hills. By agreement, these funds are

restricted for construction of the new fire station.

The Sweep earned a posted rate of return of 0.10% as of December 31.

The monthly average rate of return on the LAIF account was 2.173% for December. The daily yield as of January 25 was 2.46%.

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this Treasurer's Report for the period.

ATTACHMENTS:

Treasurer's Report December 2022

Chino Valley Independent Fire District
Cash & Investment Statement
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2022

	CASH ACCOUNTS		DISTRICT INVESTMENT PORTFOLIO - UNRESTRICTED					RESTRICTED			
	Citizens Business Bank	US Bank	Overnight Sweep	Other Investments	LAIF	Total Unrestricted Cash & Investments	Principal 115 Trust Investment*	Return on 115 Trust Investment (Cummulative)^	115 Trust Balance	Construction Funds Account (Fire Stn 68)	
Percent of Portfolio			45.8%	17.5%	36.7%	100%					
December 2022	\$ 1,839,548	\$ 15,246	\$ 14,941,934	\$ 5,697,380	\$ 11,954,987	\$ 34,449,095	\$ 6,417,137	\$ 1,373,327	\$ 7,790,464	\$ 3,957,129	
November 2022	\$ 1,718,771	\$ 14,371	\$ 2,187,912	\$ -	\$ 11,954,987	\$ 15,876,041	\$ 6,417,137	\$ 1,587,088	\$ 8,004,225	\$ 3,956,804	
October 2022	\$ 1,786,759	\$ 13,067	\$ 1,828,877	\$ 5,650,255	\$ 8,954,986	\$ 18,233,944	\$ 6,417,137	\$ 1,172,538	\$ 7,589,675	\$ 3,956,479	
September 2022	\$ 1,748,565	\$ 11,531	\$ 718,330	\$ 5,665,974	\$ 12,393,298	\$ 20,537,698	\$ 6,417,137	\$ 915,438	\$ 7,332,575	\$ 3,956,143	
August 2022	\$ 1,559,973	\$ 5,699	\$ 894,990	\$ 3,236,491	\$ 16,393,298	\$ 22,090,451	\$ 6,417,137	\$ 1,488,946	\$ 7,906,083	\$ 3,955,818	
July 2022	\$ 1,614,948	\$ 5,663	\$ 746,126	\$ 3,253,474	\$ 18,893,298	\$ 24,513,509	\$ 6,417,137	\$ 1,762,683	\$ 8,179,820	\$ 3,955,460	
June 2022	\$ 1,593,232	\$ 4,135	\$ 637,584	\$ 3,243,223	\$ 26,842,137	\$ 32,320,311	\$ 6,417,137	\$ 1,399,947	\$ 7,817,084	\$ 3,955,146	
May 2022	\$ 1,775,043	\$ 3,274	\$ 271,834	\$ 3,267,588	\$ 29,592,137	\$ 34,909,876	\$ 6,417,137	\$ 1,989,739	\$ 8,406,876	\$ 3,954,821	
April 2022	\$ 1,885,033	\$ 1,992	\$ 1,577,739	\$ 3,260,529	\$ 30,342,137	\$ 37,067,430	\$ 6,417,137	\$ 2,047,340	\$ 8,464,477	\$ 3,954,474	
March 2022	\$ 1,829,618	\$ 572	\$ 2,494,572	\$ 3,287,639	\$ 20,323,821	\$ 27,936,222	\$ 6,103,369	\$ 2,343,114	\$ 7,893,114	\$ 4,000,405	
February 2022	\$ 1,723,025	\$ 3,151	\$ 1,426,473	\$ 2,846,127	\$ 23,523,821	\$ 29,522,597	\$ 5,550,000	\$ 2,468,218	\$ 8,018,218	\$ 4,000,066	
January 2022	\$ 1,706,170	\$ 3,106	\$ 1,312,415	\$ 2,899,825	\$ 24,523,821	\$ 30,445,337	\$ 5,550,000	\$ 2,296,178	\$ 7,846,178		
December 2021	\$ 1,689,845	\$ 1,633	\$ 2,790,218	\$ 2,907,357	\$ 20,519,267	\$ 27,908,320	\$ 5,550,000	\$ 3,429,589	\$ 8,979,589		
November 2021	\$ 1,789,397	\$ 252,759	\$ 4,904,304	\$ 2,411,321	\$ 7,019,267	\$ 16,377,048	\$ 5,550,000	\$ 2,811,804	\$ 8,361,804		
October 2021	\$ 1,613,466	\$ 252,693	\$ 1,809,228	\$ 2,412,044	\$ 5,119,267	\$ 11,206,698	\$ 5,550,000	\$ 2,700,952	\$ 8,250,952		
September 2021	\$ 1,451,973	\$ 2,166	\$ 527,655	\$ 2,665,302	\$ 8,910,481	\$ 13,557,577	\$ 5,550,000	\$ 2,781,925	\$ 8,331,925		
August 2021	\$ 1,847,932	\$ 2,236	\$ 2,058,391	\$ 2,169,155	\$ 11,410,481	\$ 17,488,195	\$ 5,550,000	\$ 2,678,587	\$ 8,228,587		
July 2021	\$ 1,749,009	\$ 2,339	\$ 516,157	\$ 2,168,852	\$ 15,160,481	\$ 19,596,838	\$ 5,550,000	\$ 2,577,679	\$ 8,127,679		
June 2021	\$ 1,581,439	\$ 1,786	\$ 1,110,884	\$ 1,668,133	\$ 22,242,163	\$ 26,604,405	\$ 5,550,000	\$ 2,577,679	\$ 8,127,679		
May 2021	\$ 1,583,230	\$ 1,854	\$ 2,306,466	\$ 1,669,791	\$ 24,242,163	\$ 29,803,504	\$ 5,550,000	\$ 2,411,841	\$ 7,961,841		
April 2021	\$ 1,586,526	\$ 1,976	\$ 495,208	\$ 1,169,434	\$ 25,742,163	\$ 28,995,307	\$ 5,380,000	\$ 2,189,419	\$ 7,569,419		
March 2021	\$ 1,627,467	\$ 500,000	\$ 449,093	\$ 1,169,046	\$ 15,224,309	\$ 18,969,915	\$ 5,380,000	\$ 2,101,482	\$ 7,481,482		
February 2021	\$ 1,550,087	\$ -	\$ 596,570	\$ 1,169,635	\$ 16,724,309	\$ 20,040,601	\$ 5,380,000	\$ 2,207,989	\$ 7,587,989		
January 2021	\$ 1,647,639	\$ -	\$ 2,027,914	\$ 1,171,382	\$ 16,724,309	\$ 21,571,244	\$ 5,380,000	\$ 1,569,681	\$ 6,949,681		

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2022

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
12/31/2012	\$ 1,000,000	CalTRUST Investment Trust of CA	Pooled	\$ 1,000,000	\$ 1,120,872	\$ 1,124,274	\$ (45,108)	0.30%	n/a	N/A	N/A			Funds available
Shares:	103,944.369	Medium Term Fund Local Agency Pool	Investment Funds	\$ 10.08	\$ 9.70	\$ 9.71								for withdrawal only after providing five days notice.
4/13/2021	\$ 249,000	BMO Harris Bank	Certificate of Deposit	\$ 249,000	\$ 218,875	\$ 222,035	\$ (26,965)	1.00%	4/13/2026	628	1/10/2023			Callable quarterly
		5 year Certificate of Deposit - 1.00%								614	4/10/2023			
		CUSIP #: 05600XCP3								621	7/10/2023			
		FDIC Insured up to \$250,000								628	10/10/2023			
		Interest payable quarterly												
7/12/2021	\$ 500,000	Federal Home Loan Bank	Fixed Income/	\$ 499,255	\$ 464,635	\$ 466,719	\$ (32,536)	0.40%	7/12/2024	875	1/12/2023			Callable Quarterly
		Bond - 0.35% Coupon, Purchased at 99.851	Government							875	7/12/2023			
		Term: 3 Years	Agency											
		CUSIP #: 3130AMV82	Bond											
		Rating S&P AA+												
		Interest Payable Semi-Annually												
9/23/2021	\$ 249,000	UBS Bank USA	Certificate of Deposit	\$ 249,000	\$ 230,657	\$ 232,564	\$ (16,436)	0.65%	9/23/2024	\$ 135	Monthly			
		3 year Certificate of Deposit - 0.65%												
		CUSIP #: 90348JT42												
		FDIC Insured up to \$250,000												
		Interest payable semi-annually												
9/23/2021	\$ 248,000	Sallie Mae Bank	Certificate of Deposit	\$ 248,000	\$ 215,393	\$ 218,410	\$ (29,590)	1.05%	9/22/2026	1,291	3/22/2023			
		5 year Certificate of Deposit - 1.05%								1,313	9/22/2023			
		CUSIP #: 795451AV5												
		FDIC Insured up to \$250,000												
		Interest payable monthly												
12/8/2021	\$ 250,000	Federal Home Loan Bank	Fixed Income/	\$ 247,978	\$ 229,980	\$ 231,126	\$ (16,852)	1.00%	12/27/2024	\$ 913	4/27/2023			Callable quarterly
		Bond - 1.0% Coupon, Purchased at 99.191	Government							\$ 913	10/27/2023			
		Term: 3 Years	Agency											
		CUSIP #: 3130APK46	Bond											
		Rating S&P AA+												
		Interest Payable Semi-Annually												
12/13/2021	\$ 250,000	Federal Farm Credit Bureau	Fixed Income/	\$ 250,000	\$ 239,015	\$ 239,909	\$ (10,091)	0.66%	12/13/2023	\$ 825	12/13/2022			Callable anytime
		Bond - 0.66% Coupon, Purchased at par	Government							\$ 825	6/13/2023			
		Term: 2 Years	Agency											
		CUSIP #: 3133ENGW4	Bond											
		Rating S&P AA+												
		Interest Payable Semi-Annually												
3/4/2022	\$ 250,000	BMW Bank	Certificate of Deposit	\$ 247,000	\$ 230,633	\$ 232,833	\$ (14,167)	1.80%	3/4/2025	2,205	3/4/2023			
		3 year Certificate of Deposit - 1.80%								2,241	9/4/2023			
		CUSIP #: 05580AK37												
		FDIC Insured up to \$250,000												
		Interest payable semi-annually												
3/9/2022	\$ 250,000	American Express National Bank	Certificate of Deposit	\$ 247,000	\$ 230,517	\$ 232,733	\$ (14,267)	1.80%	3/10/2025	2,205	3/10/2023			
		3 year Certificate of Deposit - 1.80%								2,241	9/4/2023			
		CUSIP #: 02589ABP6												
		FDIC Insured up to \$250,000												
		Interest payable semi-annually												

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2022

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
3/23/2022	\$ 500,000	United States Treasury 2 year U.S. Treasury Note - 2% CUSIP #: 91282CDM0 Interest payable semi-annually	Treasury Note	\$ 488,402	\$ 479,297	\$ 481,055	\$ (7,347)	2.00%	11/30/2023	\$ 1,250 1,250	11/30/2022 5/30/2023			114 days of accrued interest - \$782.97
9/12/2022	2,032,000	United States Treasury 6 Month U.S. Treasury Note - 3.32%	Treasury Note	\$ 1,999,336	\$ 2,008,368	\$ 2,015,722	\$ 16,386	3.35%	3/9/2023	\$ 32,664	3/9/2023			

Current Month Investment Trading Activity:

NONE

	% of Portfolio ²	% Allowed per Policy	Investments At Cost ¹	Prior Month Market Value	Current Month Market Value
Pooled Investment Funds (JPA) ¹	3%	No limit	\$ 1,124,274	\$ 1,120,872	\$ 1,124,274
Certificates of Deposit ²	4%	30%	1,240,000	1,126,075	1,138,575
Federal Agency Obligations	3%	No limit	997,233	933,630	937,754
Treasury Bills	6%	No limit	1,999,336	2,008,368	2,015,722
Treasury Notes	1%	No limit	488,402	479,297	481,055
			\$ 5,849,245	\$ 5,668,242	\$ 5,697,380

¹Investment at cost value, plus unrealized losses (if any), and accrued interest

²Of total investment portfolio, including Sweep & LAIF Investments



Chart 1: Cash & Unrestricted Investment Balances Two Year Perspective

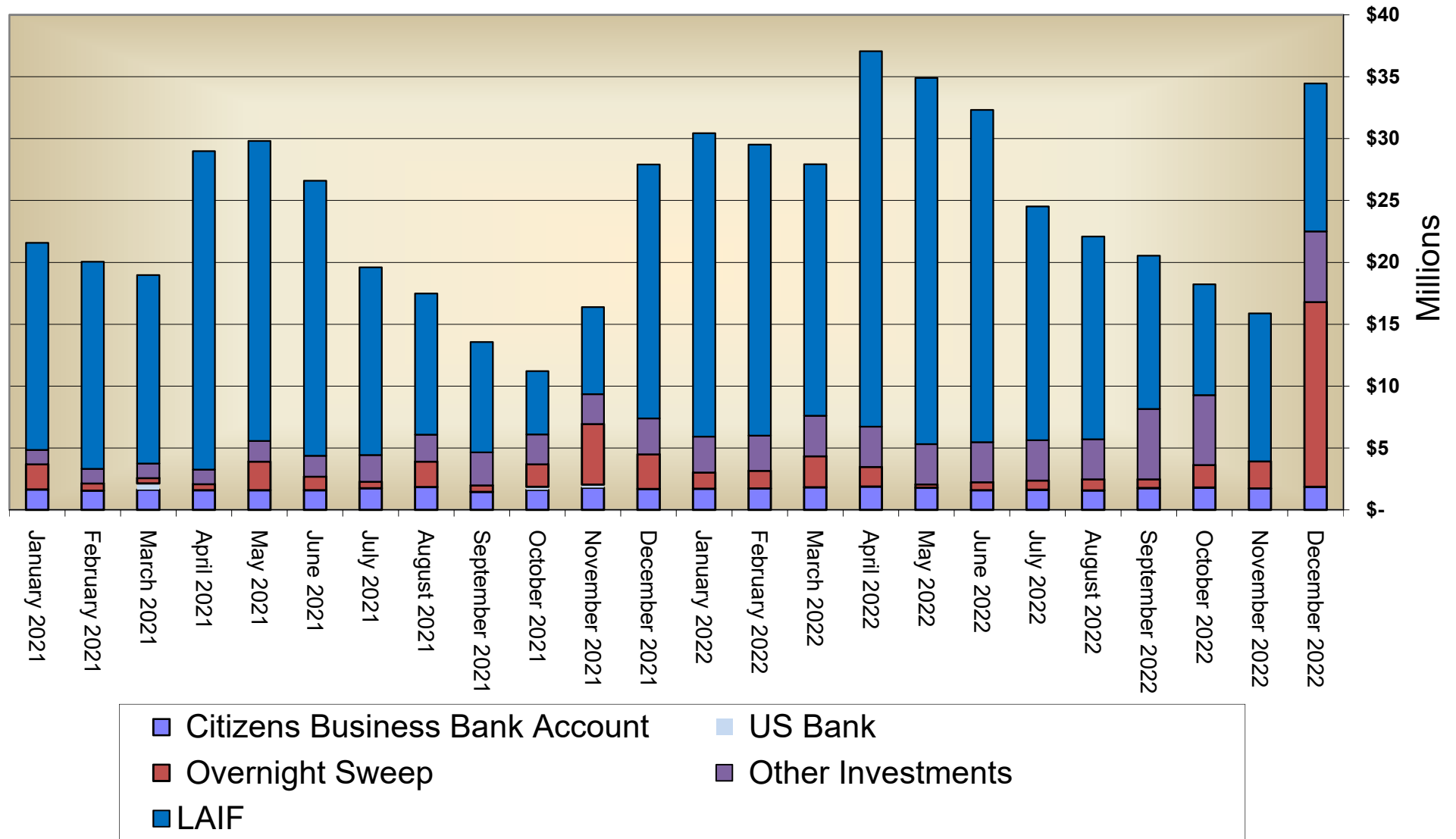




Chart 1A: Restricted Investment Balances Two Year Perspective

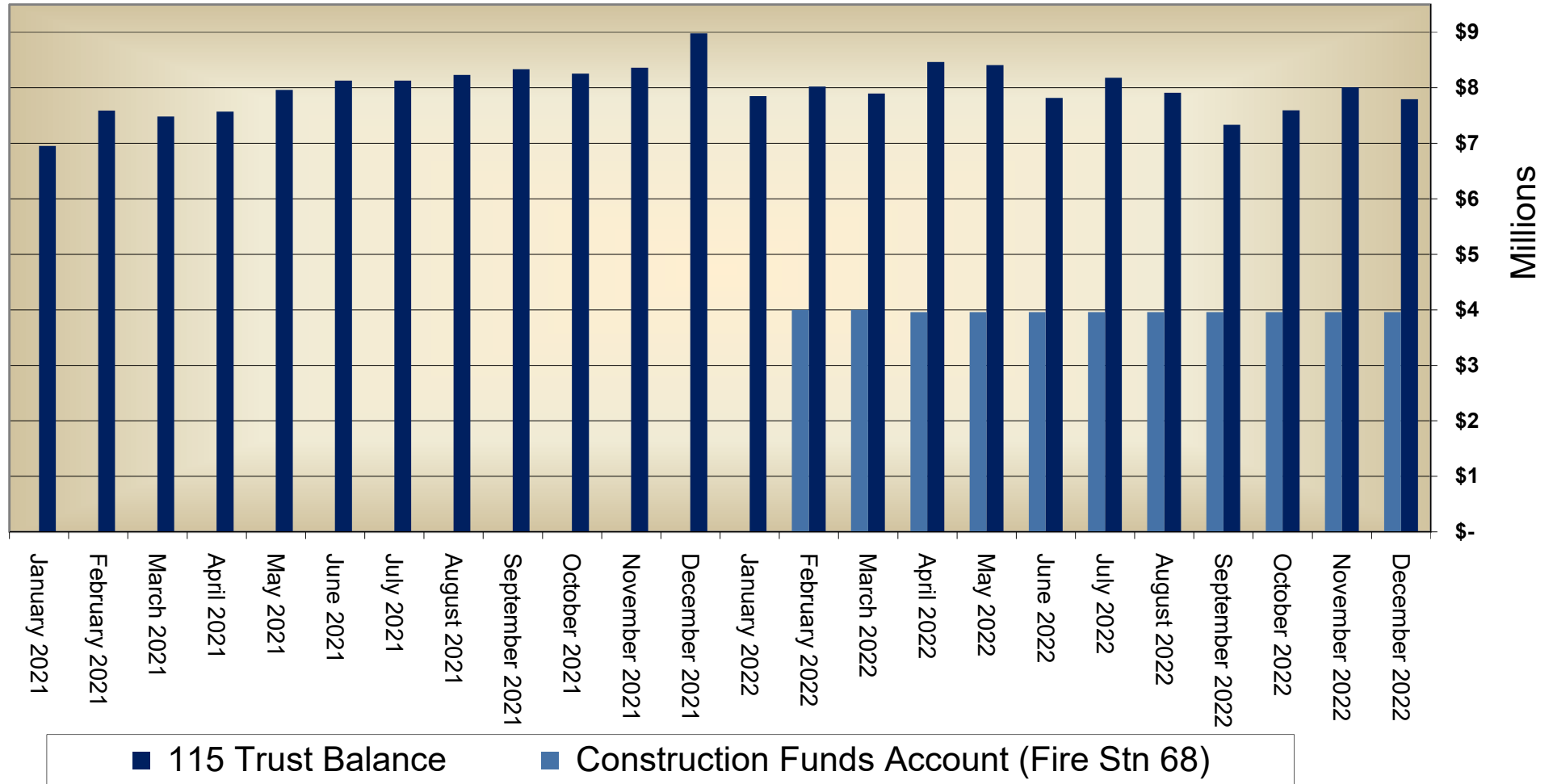
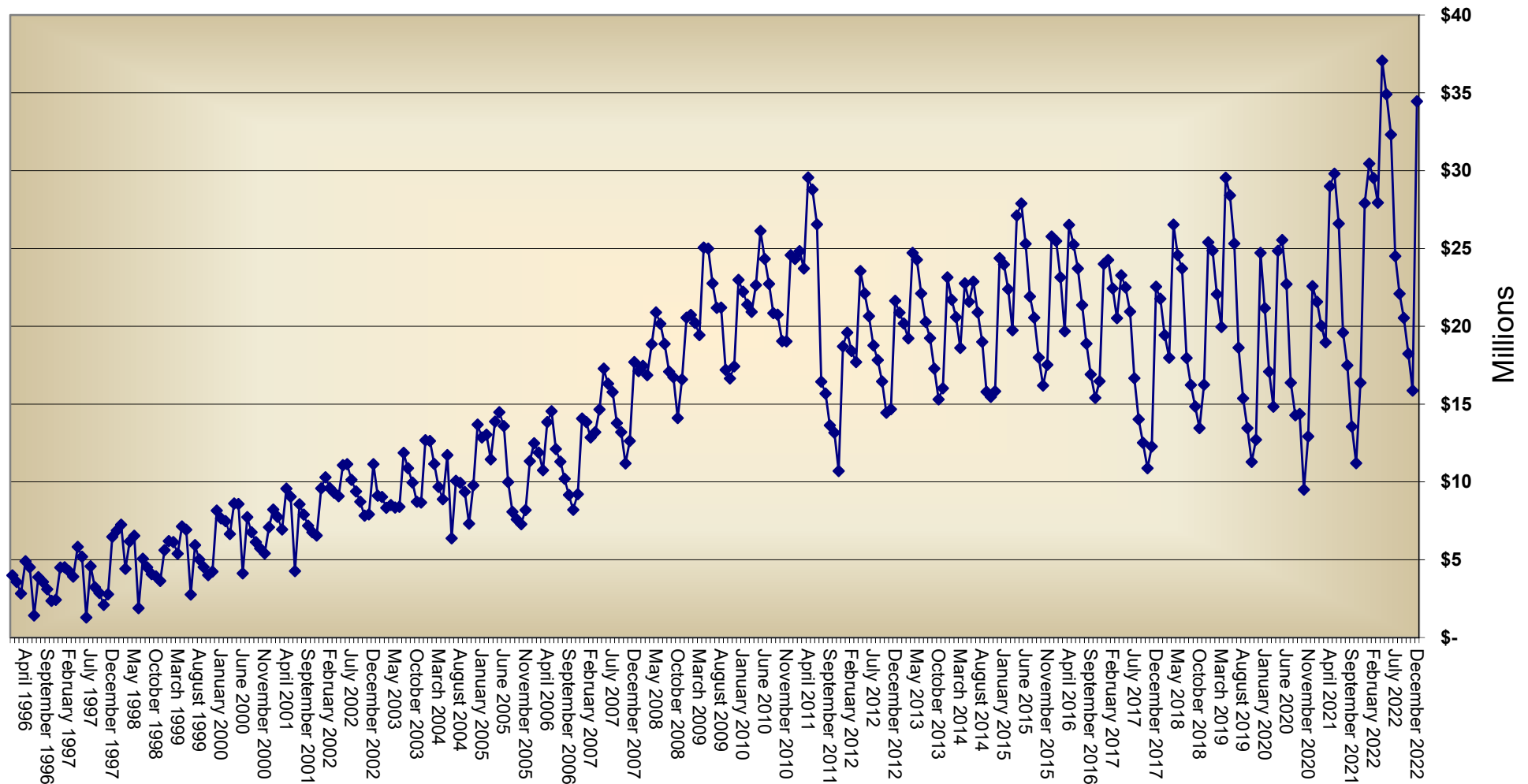




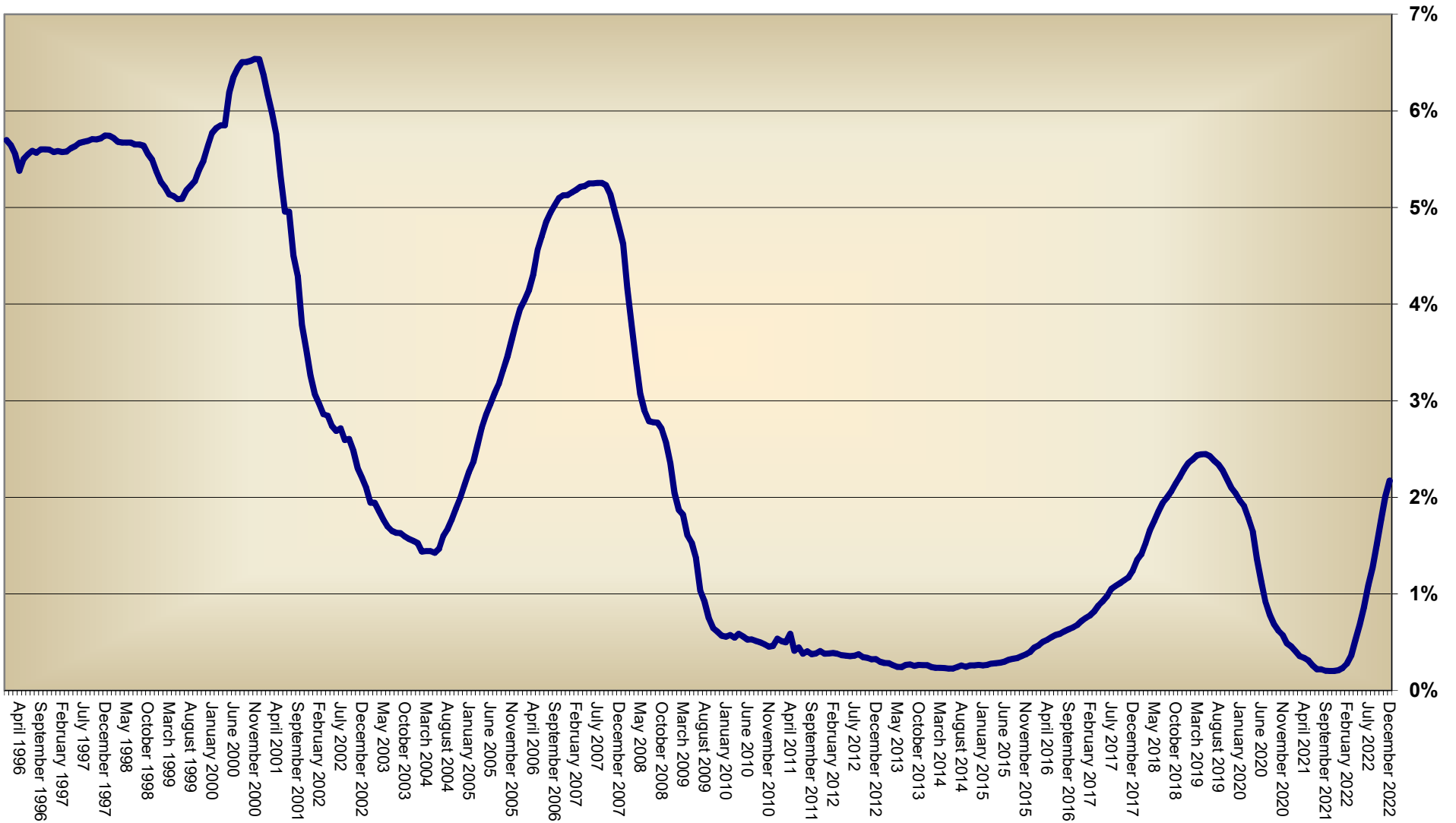
Chart 2: Total Cash & Unrestricted Investments January 1996 to date*



**Note: The District paid off pension side-fund obligations totaling approximately \$4.75 million in July, 2011 & deposited \$5 million into a IRS Section 115 Retirement Trust in April 2017. Funds in the 115 Trust are legally restricted to fund pension obligations.*



Chart 3: LAIF Historical Rate of Return January 1996 to date



**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: WARRANTS FOR JANUARY 2023 #56748 THROUGH #56911

PURPOSE:

I have reviewed the warrants below and recommend approval.

<u>NUMBER</u>	<u>WARRANTS</u>	<u>DATE</u>	<u>AMOUNT</u>
2023-387	56748 – 56781	01/04/2023	\$35,469.81
2023-408	56782 – 56835	01/11/2023	146,289.34
2023-412	56836 – 56849	01/18/2023	204,345.53
2023-424	56850 – 56911	01/25/2023	166,261.85
VOIDS:		TOTAL	\$552,366.53

RECOMMENDATION:

Expenses as audited are within budget for warrants 56748 through 56911 and are hereby submitted for approval.

ATTACHMENTS:

Warrants for January 2023

Chino Valley Fire District
January 4, 2023 Warrants
Bank Account: A/P - Accounts Payable Checking
Batch Date: 01/04/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/04/2023	56748 Accounts Payable	AGE, MICHAEL		320.00
Check	01/04/2023	56749 Accounts Payable	AIR EXCHANGE, INC		730.18
Check	01/04/2023	56750 Accounts Payable	AMAZON CAPITAL SERVICES		1,180.68
Check	01/04/2023	56751 Accounts Payable	AMR DESIGNS INC		307.77
Check	01/04/2023	56752 Accounts Payable	CAL CONFERENCE ARSON INVESTIGATORS		1,200.00
Check	01/04/2023	56753 Accounts Payable	CALIFORNIA TOOL & WELDING SUPPLY		1,013.20
Check	01/04/2023	56754 Accounts Payable	CHARTER COMMUNICATIONS		119.97
Check	01/04/2023	56755 Accounts Payable	CHINO HILLS FORD		337.14
Check	01/04/2023	56756 Accounts Payable	CITY OF CHINO		406.30
Check	01/04/2023	56757 Accounts Payable	CITY OF CHINO HILLS		2,514.99
Check	01/04/2023	56758 Accounts Payable	ENVOY, INC		3,013.92
Check	01/04/2023	56759 Accounts Payable	ESCUDEIRO, SANDRA M.		1,180.85
Check	01/04/2023	56760 Accounts Payable	FEDERATION OF FIRE CHAPLAINS		300.00
Check	01/04/2023	56761 Accounts Payable	FRY, DANIEL		1,720.42
Check	01/04/2023	56762 Accounts Payable	GRAPHIC DETAILS INC		26.94
Check	01/04/2023	56763 Accounts Payable	HAZMAT RESOURCE		1,143.51
Check	01/04/2023	56764 Accounts Payable	HAZZARD BACKFLOW INC.		1,680.00
Check	01/04/2023	56765 Accounts Payable	HUNTINGTON HARDWARE CO., INC.		279.27
Check	01/04/2023	56766 Accounts Payable	KIMCO STAFFING SERVICES INC.		1,963.98
Check	01/04/2023	56767 Accounts Payable	LA APPLIANCES TIME REPAIR SERVICE/ARTIC COOL INC		640.00
Check	01/04/2023	56768 Accounts Payable	LADRON DE GUEVARA, MASSIEL		75.41
Check	01/04/2023	56769 Accounts Payable	LASERZONE 1 INC.		698.57
Check	01/04/2023	56770 Accounts Payable	LOPEZ, MIGUEL		250.00
Check	01/04/2023	56771 Accounts Payable	MAJESTIC TROPHY INC		70.04
Check	01/04/2023	56772 Accounts Payable	MCFADDEN-DALE HARDWARE		110.66
Check	01/04/2023	56773 Accounts Payable	MESSAGE MEDIA USA INC		150.00
Check	01/04/2023	56774 Accounts Payable	PAPER RECYCLING & SHREDDING SPCLTS INC		78.00
Check	01/04/2023	56775 Accounts Payable	PFM ASSET MANAGEMENT INC		1,983.89
Check	01/04/2023	56776 Accounts Payable	RCS INVESTIGATIONS & CONSULTING LLC		1,050.00
Check	01/04/2023	56777 Accounts Payable	SEDGWICK CMS INC		3,153.30
Check	01/04/2023	56778 Accounts Payable	SOCAL TINT SHOP INC		161.63

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Chino Valley Fire District
January 4, 2023 Warrants
Bank Account: A/P - Accounts Payable Checking
Batch Date: 01/04/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/04/2023	56779 Accounts Payable	STAPLES BUSINESS ADVANTAGE		250.34
Check	01/04/2023	56780 Accounts Payable	VERIZON WIRELESS		761.27
Check	01/04/2023	56781 Accounts Payable	VERIZON WIRELESS		6,597.58
A/P Accounts Payable Checking Totals:			Transactions: 34		<u>\$35,469.81</u>
Checks:		34	\$35,469.81		

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Chino Valley Fire District
January 11, 2023 Warrants
Bank Account: A/P - Accounts Payable Checking
Batch Date: 01/11/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/11/2023	56782 Accounts Payable	10-8RETROFIT.COM INC		366.35
Check	01/11/2023	56783 Accounts Payable	2 HOT UNIFORMS INC		27,039.87
Check	01/11/2023	56784 Accounts Payable	360 DEEP CLEANING LLC		1,000.00
Check	01/11/2023	56785 Accounts Payable	AFSS SOUTHERN DIVISION		399.00
Check	01/11/2023	56786 Accounts Payable	AFSS SOUTHERN DIVISION		399.00
Check	01/11/2023	56787 Accounts Payable	ALL STAR LIVE SCAN FINGERPRINTING		75.00
Check	01/11/2023	56788 Accounts Payable	BADGE FRAME INC		721.93
Check	01/11/2023	56789 Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		1,241.54
Check	01/11/2023	56790 Accounts Payable	CANON FINANCIAL SERVICES INC		1,075.12
Check	01/11/2023	56791 Accounts Payable	CHAMPION NEWSPAPERS		64.00
Check	01/11/2023	56792 Accounts Payable	CHINO HILLS FORD		1,093.62
Check	01/11/2023	56793 Accounts Payable	CHINO MOWER AND EQUIPMENT INC		955.12
Check	01/11/2023	56794 Accounts Payable	CHINO TIRE & MUFFLER		1,015.78
Check	01/11/2023	56795 Accounts Payable	CINTAS CORPORATION #150		746.32
Check	01/11/2023	56796 Accounts Payable	CITY OF CHINO		487.36
Check	01/11/2023	56797 Accounts Payable	CONCENTRA MEDICAL CENTERS		114.00
Check	01/11/2023	56798 Accounts Payable	DOMESTIC DIESEL AND AUTO SERVICE INC		1,440.89
Check	01/11/2023	56799 Accounts Payable	FARNSWORTH, JASON		250.00
Check	01/11/2023	56800 Accounts Payable	FEDERATION OF FIRE CHAPLAINS		300.00
Check	01/11/2023	56801 Accounts Payable	FIREFIGHTERS SAFETY CENTER		1,433.53
Check	01/11/2023	56802 Accounts Payable	FLYERS ENERGY, LLC		13,305.65
Check	01/11/2023	56803 Accounts Payable	FUEL PROS INC		1,294.28
Check	01/11/2023	56804 Accounts Payable	GREENE, CHRIS		2,289.36
Check	01/11/2023	56805 Accounts Payable	GUARDIAN - APPLETON		2,716.60
Check	01/11/2023	56806 Accounts Payable	HUNTER'S HEATING & AIR CONDITIONING INC		175.00
Check	01/11/2023	56807 Accounts Payable	IEPMA - HR		135.00
Check	01/11/2023	56808 Accounts Payable	KI		10,007.82
Check	01/11/2023	56809 Accounts Payable	KIMCO STAFFING SERVICES INC.		881.04
Check	01/11/2023	56810 Accounts Payable	KIRTON'S LANDSCAPE MAINTENANCE INC.		2,645.00
Check	01/11/2023	56811 Accounts Payable	KME FIRE APPARATUS		463.29
Check	01/11/2023	56812 Accounts Payable	McMASTER-CARR		1,605.40

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Chino Valley Fire District
January 11, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/11/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/11/2023	56813 Accounts Payable	METLIFE		200.00
Check	01/11/2023	56814 Accounts Payable	MILLER MANAGEMENT & CONSULTING GROUP		1,275.00
Check	01/11/2023	56815 Accounts Payable	NAPA AUTO PARTS		5,865.30
Check	01/11/2023	56816 Accounts Payable	NOREGON SYSTEMS LLC		5,124.00
Check	01/11/2023	56817 Accounts Payable	PRO PACIFIC PEST CONTROL INC		953.00
Check	01/11/2023	56818 Accounts Payable	PYRO-COMM SYSTEMS, INC		1,755.00
Check	01/11/2023	56819 Accounts Payable	READYREFRESH BY NESTLE INC		403.93
Check	01/11/2023	56820 Accounts Payable	SAM'S CLUB DIRECT		1,171.28
Check	01/11/2023	56821 Accounts Payable	SAN BERNARDINO & RIVERSIDE COUNTIES FIRE EQPT INC		548.59
Check	01/11/2023	56822 Accounts Payable	SB COUNTY FIRE PROTECTION DISTRICT		2,274.00
Check	01/11/2023	56823 Accounts Payable	SB COUNTY-DEPT OF INNOVATION AND TECHNOLOGY		11,963.60
Check	01/11/2023	56824 Accounts Payable	SNAP-ON INDUSTRIAL		756.89
Check	01/11/2023	56825 Accounts Payable	SOLAR ART INC		6,427.00
Check	01/11/2023	56826 Accounts Payable	SOUTH COAST EMERGENCY VEHICLE SVC INC		460.67
Check	01/11/2023	56827 Accounts Payable	STANDARD DENTAL		19,479.16
Check	01/11/2023	56828 Accounts Payable	STANDARD LIFE		6,490.28
Check	01/11/2023	56829 Accounts Payable	STAPLES BUSINESS ADVANTAGE		156.81
Check	01/11/2023	56830 Accounts Payable	TEAMSTERS LOCAL 1932		844.90
Check	01/11/2023	56831 Accounts Payable	TELEPHONETICS		87.50
Check	01/11/2023	56832 Accounts Payable	VALLEY POWER SYSTEMS INC		32.08
Check	01/11/2023	56833 Accounts Payable	VEOLIA ES TECH SOLUTIONS-NORTH AMERICA INC		121.42
Check	01/11/2023	56834 Accounts Payable	VISION SERVICE PLAN - (CA)		2,792.22
Check	01/11/2023	56835 Accounts Payable	WINZER		1,369.84
A/P Accounts Payable Checking Totals:			Transactions: 54		\$146,289.34
Checks: 54			\$146,289.34	<i>Mark Shuler 1-17-23</i>	

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Chino Valley Fire District
January 18, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/18/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/18/2023	56836 Accounts Payable	360 DEEP CLEANING LLC		2,350.00
Check	01/18/2023	56837 Accounts Payable	AFSS SOUTHERN DIVISION		399.00
Check	01/18/2023	56838 Accounts Payable	AFSS SOUTHERN DIVISION		399.00
Check	01/18/2023	56839 Accounts Payable	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS		50.00
Check	01/18/2023	56840 Accounts Payable	CHAMPION NEWSPAPERS		1,566.00
Check	01/18/2023	56841 Accounts Payable	CHINO VALLEY CHAMBER OF COMMERCE		1,200.00
Check	01/18/2023	56842 Accounts Payable	CONFIRE JPA		172,253.50
Check	01/18/2023	56843 Accounts Payable	ORANGE COUNTY FIRE AUTHORITY		683.93
Check	01/18/2023	56844 Accounts Payable	PBK ARCHITECTS INC		10,800.00
Check	01/18/2023	56845 Accounts Payable	PHENIX TECHNOLOGY, INC		4,627.32
Check	01/18/2023	56846 Accounts Payable	RC PLUMBING		9,470.00
Check	01/18/2023	56847 Accounts Payable	ROAD AMERICA INC		81.29
Check	01/18/2023	56848 Accounts Payable	SBCTOA		50.00
Check	01/18/2023	56849 Accounts Payable	THOMSON REUTERS - WEST		415.49
A/P Accounts Payable Checking Totals:			Transactions: 14		\$204,345.53
Checks:		14	\$204,345.53		

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Chino Valley Fire District
January 25, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/25/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/25/2023	56850 Accounts Payable	2 HOT UNIFORMS INC		159.46
Check	01/25/2023	56851 Accounts Payable	A TO Z CYLINDERS INC		1,325.00
Check	01/25/2023	56852 Accounts Payable	AGUAYO, VERN		366.86
Check	01/25/2023	56853 Accounts Payable	ALL STAR FIRE EQUIPMENT INC		1,725.27
Check	01/25/2023	56854 Accounts Payable	ASSN. OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS		152.00
Check	01/25/2023	56855 Accounts Payable	AT&T MOBILITY		849.16
Check	01/25/2023	56856 Accounts Payable	AXXESS DOOR CORP		312.50
Check	01/25/2023	56857 Accounts Payable	BADGE FRAME INC		185.85
Check	01/25/2023	56858 Accounts Payable	BCN FINANCIAL INC		54.00
Check	01/25/2023	56859 Accounts Payable	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS		100.00
Check	01/25/2023	56860 Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		1,241.54
Check	01/25/2023	56861 Accounts Payable	CANON FINANCIAL SERVICES INC		984.83
Check	01/25/2023	56862 Accounts Payable	CHARTER COMMUNICATIONS INC		6,311.99
Check	01/25/2023	56863 Accounts Payable	CHARTER COMMUNICATIONS INC		516.10
Check	01/25/2023	56864 Accounts Payable	CHINO HILLS FORD		200.33
Check	01/25/2023	56865 Accounts Payable	CHINO TIRE & MUFFLER		6,698.56
Check	01/25/2023	56866 Accounts Payable	CITY OF CHINO		1,714.20
Check	01/25/2023	56867 Accounts Payable	CITY OF CHINO HILLS		720.40
Check	01/25/2023	56868 Accounts Payable	CORONA FIREFIGHTERS ASSOCIATION		11,940.00
Check	01/25/2023	56869 Accounts Payable	COUNSELING TEAM INC		225.00
Check	01/25/2023	56870 Accounts Payable	DATA TICKET INC		300.00
Check	01/25/2023	56871 Accounts Payable	DELTA FIRE & SAFETY INC		1,357.65
Check	01/25/2023	56872 Accounts Payable	FELDMAN, FRANKIE		366.86
Check	01/25/2023	56873 Accounts Payable	FLYERS ENERGY, LLC		19,651.79
Check	01/25/2023	56874 Accounts Payable	FRONTIER COMMUNICATIONS		2,685.56
Check	01/25/2023	56875 Accounts Payable	GALLS INC.		865.50
Check	01/25/2023	56876 Accounts Payable	GOODYEAR COMMERCIAL TIRE		3,677.95
Check	01/25/2023	56877 Accounts Payable	GOODYEAR TIRE & RUBBER COMPANY		1,911.35
Check	01/25/2023	56878 Accounts Payable	GRAPHIC DETAILS INC		282.74
Check	01/25/2023	56879 Accounts Payable	HOLROYD, CLARK		203.85
Check	01/25/2023	56880 Accounts Payable	HULL & SONS INC		800.00
Check	01/25/2023	56881 Accounts Payable	I CREATE PROFESSIONAL		8,900.00

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Chino Valley Fire District
January 25, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/25/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/25/2023	56882 Accounts Payable	CONSULTANTS		
Check	01/25/2023	56883 Accounts Payable	KIMCO STAFFING SERVICES INC.		908.57
Check	01/25/2023	56884 Accounts Payable	KINGDOM CALIBRATIONS, INC		125.00
Check	01/25/2023	56885 Accounts Payable	KME FIRE APPARATUS		483.39
Check	01/25/2023	56886 Accounts Payable	KRONOS INCORPORATED		472.74
Check	01/25/2023	56887 Accounts Payable	L N CURTIS & SONS INC		15,591.10
Check	01/25/2023	56888 Accounts Payable	LIFE ASSIST		2,850.65
Check	01/25/2023	56889 Accounts Payable	LIVING SHIELD MINISTRIES		880.00
Check	01/25/2023	56890 Accounts Payable	LOPEZ, MIGUEL		70.00
Check	01/25/2023	56891 Accounts Payable	MAJESTIC TROPHY INC		238.13
Check	01/25/2023	56892 Accounts Payable	METLIFE		200.00
Check	01/25/2023	56893 Accounts Payable	OMNA INTERNATIONAL LLC		8,250.00
Check	01/25/2023	56894 Accounts Payable	PYRO SPECTACULARS		55.17
Check	01/25/2023	56895 Accounts Payable	RAY MAY PLUMBING INC		225.00
Check	01/25/2023	56896 Accounts Payable	SOCAL GAS		3,686.87
Check	01/25/2023	56897 Accounts Payable	SOUTHERN CALIFORNIA EDISON		11,593.53
Check	01/25/2023	56898 Accounts Payable	STAPLES BUSINESS ADVANTAGE		945.50
Check	01/25/2023	56899 Accounts Payable	STEELCLAD, INC		31,511.00
Check	01/25/2023	56900 Accounts Payable	STEWART, GLEN		366.86
Check	01/25/2023	56901 Accounts Payable	SUEZ WTS SERVICES USA, INC.		152.46
Check	01/25/2023	56902 Accounts Payable	SUNPRO PAINTING & CONSTRUCTION INC		2,095.00
Check	01/25/2023	56903 Accounts Payable	TEAMSTERS LOCAL 1932		844.90
Check	01/25/2023	56904 Accounts Payable	TYLER TECHNOLOGIES INC		350.00
Check	01/25/2023	56905 Accounts Payable	UNDERWOOD, BRETT		73.00
Check	01/25/2023	56906 Accounts Payable	VALLEY POWER SYSTEMS INC		317.83
Check	01/25/2023	56907 Accounts Payable	VERIZON BUSINESS		70.03
Check	01/25/2023	56908 Accounts Payable	VERIZON WIRELESS		755.36
Check	01/25/2023	56909 Accounts Payable	VERIZON WIRELESS		4,457.78
Check	01/25/2023	56910 Accounts Payable	WASTE MANAGEMENT OF THE INLAND EMPIRE INC		624.66
Check	01/25/2023	56911 Accounts Payable	WILLIAMS, WINN		500.00
Check	01/25/2023	56912 Accounts Payable	WINZER		581.02
A/P Accounts Payable Checking Totals:			Transactions: 62	<i>Mark Hulse 1-30-23</i>	\$166,261.85

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Chino Valley Fire District
January 25, 2023 Warrants
Bank Account: A/P - Accounts Payable Checking
Batch Date: 01/25/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		62			\$166,261.85

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BOARD MEETINGS/TRAVEL 6.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

None.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: FINDINGS TO CONDUCT BOARD AND COMMITTEE MEETINGS
VIRTUALLY UNDER ASSEMBLY BILL 361**

PURPOSE:

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

BACKGROUND:

Governor Newsom's Executive Orders N-29-20 and N-35-20, which relaxed some of the Brown Act's teleconferencing provisions during the COVID-19 pandemic, expired on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which amends sections of the Brown Act to allow legislative bodies to more easily hold teleconference meetings during a state of emergency.

In order to utilize these provisions of the Brown Act, the Fire District must find that it has considered the circumstances of the state of emergency, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing as a result of the proclaimed state of emergency, or
- (2) the state of emergency continues to directly impact the ability of the members to meet safely in person.

The Fire District must make these findings every 30 days for as long as the District is conducting virtual meetings under AB 361.

Fire District Legal Counsel has confirmed these findings. Although the Governor's Executive Orders dealing with virtual meetings have expired, the original state of emergency for COVID-19 is still in effect. In addition, the California Department of Public Health (CDPH) and the County of San Bernardino continue to recommend social distancing as a result of the COVID-19 state of emergency.

As such, the Fire District Legal Counsel recommends that the Board of Directors make these findings at every regular Board meeting to meet the “every 30 days” requirement of AB 361. These findings will apply to all regular and special Board and committee meetings, to allow for virtual videoconference meetings under AB 361.

RECOMMENDATION:

It is recommended that the Board of Directors 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 remotely by videoconference, in accordance with AB 361.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: 2022-23 MID-YEAR BUDGET REVIEW AND ANALYSIS

PURPOSE:

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

DISCUSSION:

See attached

RECOMMENDATION:

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

ATTACHMENTS:

Discussion Attachment
Monthly Financial Attachment

Chino Valley Independent Fire District

STAFF REPORT ATTACHMENT

DISCUSSION

Staff has conducted a mid-year budget review and analysis, focusing on budget trends and projections of revenues and expenditures for the balance of the fiscal year. As of December 31, 2022, the District is half way through the fiscal year. The associated analysis is summarized below.

Revenues

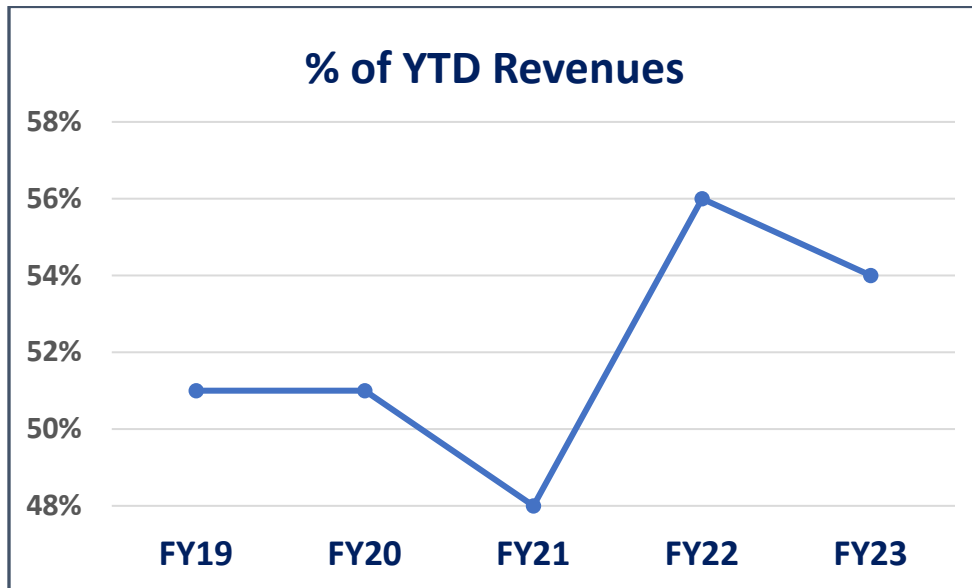
As graphically depicted below, through December 31, total revenues amounted to 54% of budget, compared to a range of 48% to 56% of actual revenues for the same time period year-to-date for the prior four fiscal years. Property tax-related revenues, including current services, are at 54% of budget year-to-date this fiscal year, compared to 54% of actual revenues realized through the same time period last year.

The main driver of the decrease in total year-to-date revenues over last fiscal year (as a percentage of budget) is a \$953 thousand decrease in mutual aid recoveries over the prior year due to decreased mutual aid activity in the current year. Overall mutual aid recoveries are still a net positive over budget and currently include nearly \$750 thousand in unbudgeted revenues. The assistance by hire program, which was initiated to provide emergency transport services starting in August of 2021 expired in October of 2022. Fiscal year to date revenues associated with the Assistance by Hire agreement are approximately \$880 thousand. As this program was initiated on an urgent basis to fill a critical need in for emergency patient transport in our community, the program was not contemplated in the original budget.

An agreement between the CONFIRE JPA and Chino Valley Fire District to provide a temporary Assistant to the Director position began early in fiscal year 22-23. Current revenues associated with this agreement amount to nearly \$125 thousand as of December 31, 2022.

Approximately \$791 thousand was budgeted in revenues in the Capital Acquisitions account in relation to the revenue recognition treatment of the Chino Hills contribution for the construction of Fire Station 68. The recognition method was changed due governmental accounting requirements which will result in a budget adjustment to revenues to zero out the account as the full contribution from Chino Hills was recorded in fiscal year 21-22.

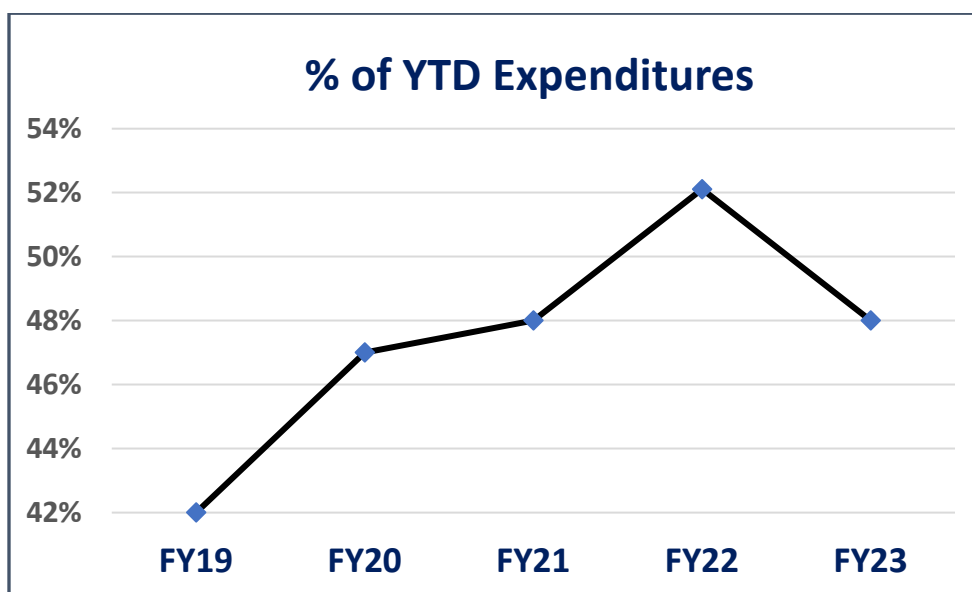
Exclusive of the favorable budget variance in mutual aid, total revenues received this fiscal year-to-date through December 31 appear to be largely in line with that of recent prior years, and on track with budget.



The chart above illustrates the trend in year-to-date total revenues over the last five years.

Expenditures

Fiscal year-to-date expenditures were 48% of overall budget through December, compared to a range of 42% to 52% for the prior four fiscal years-to-date through December 31. The chart below depicts the five-year trend in fiscal year-to-date expenses as a percent of actuals or budget (FY23).



Salary and benefit expenditures for the fiscal year-to-date through December 31 are trending lower than in recent years past. This is due primarily to decreased overtime costs associated with the lower than expected mutual aid services in the current year.

The detailed portion of the Monthly Financial Report at December 31, 2022 is attached to this report. Those line items shaded in blue represent favorable budget trends, while those shaded in red represent unfavorable budget trends. A five-year budget summary at mid-year is presented below:

Budget Summary - Mid-Year Trends										
	FY2019		FY2020		FY2021		FY2022		FY2023	
	Actuals YTD	% of Thru Actuals	Actuals YTD	% of Thru Actuals	Actuals YTD	% of Thru Actuals	Actuals YTD	% of Thru Actuals	Actuals YTD	% of Thru BUDGET
	December	YTD	December	YTD	December	YTD	December	YTD	December	YTD
Fund: 100/500 General Fund Revenue										
4000 - Property tax revenue	\$15,580,288	50%	\$17,119,368	52%	\$17,928,726	51%	\$19,556,908	54%	\$20,677,028	54%
4100 - Contract revenue	5,672,352	57%	4,796,648	47%	5,937,587	54%	5,217,117	46%	6,258,222	53%
4200 - Other revenue	1,250,548	41%	1,044,816	46%	831,306	16%	2,961,556	138%	2,008,696	64%
Revenue Totals	\$22,503,188	51%	\$22,960,832	51%	\$24,697,619	48%	\$27,735,581	56%	\$28,943,946	54%
Expenditures										
6000 - Salaries and benefits	\$16,301,060	46%	\$17,587,001	48%	\$21,072,378	52%	\$22,320,916	55%	\$22,675,157	51%
7000 - Services and supplies	1,943,778	33%	2,678,929	48%	2,281,544	42%	2,699,934	40%	2,638,946	35%
8000 - Capital outlay	394,966	14%	265,799	26%	336,053	9%	720,768	48%	614,488	39%
Expenditure Totals	\$18,639,804	42%	\$20,531,729	47%	\$23,689,975	48%	\$25,741,618	52%	\$25,928,591	48%
Net Change in Fund Balance	\$ 3,863,384		\$ 2,429,103		\$ 1,007,644		\$ 1,993,963		\$ 3,015,355	

Note: Totals exclude restricted 115 Trust activities

Budgetary savings may result from unexpended funds in the areas of regular salaries, special compensation and health and dental insurance, due primarily to a number of open positions and temporary vacancies resulting from worker's compensation illness and injury. There tends to be an inverse relationship between regular staffing costs and overtime costs due to the constant staffing nature of the District's emergency services.

It is anticipated that final budget adjustments for this fiscal year will be presented to the Board for approval in either March or April, and no board action is required at this time. Based on the budget surplus realized last fiscal year, staff will be bringing forward recommendations for additional discretionary pension contributions for the Board's consideration at that time as well. Any such approved request would necessitate a budget adjustment.



Chino Valley Fire District Monthly Financial Report

As of December 31, 2022

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Funds 100/500							
REVENUE							
Property tax revenue							
Property tax - current secured	\$ 13,306,295	\$ 18,700,342	\$ 34,609,174	\$ (15,908,832)	54%	\$ 17,417,345	\$ 1,282,997
Property tax - current unsecured	26,317	1,225,378	1,376,720	(151,342)	89%	1,250,257	(24,879)
Property tax - current utility	-	-	681,836	(681,836)	0%	96,634	(96,634)
Property tax - prior and penalty	27,269	626,214	800,000	(173,786)	78%	626,765	(551)
Property tax - home owner's exemption	33,906	33,906	314,505	(280,599)	11%	36,154	(2,248)
Property tax - supplemental	12,688	88,431	415,384	(326,953)	21%	110,729	(22,298)
Property tax - weed abatement	-	2,757	45,000	(42,243)	6%	19,024	(16,267)
Property tax revenue Totals	13,406,475	20,677,028	38,242,619	(17,565,591)	54%	19,556,908	1,120,120
Contract revenue							
Current services	1,187,338	6,258,222	11,788,511	(5,530,289)	53%	5,217,117	1,041,105
Contract revenue Totals	1,187,338	6,258,222	11,788,511	(5,530,289)	53%	5,217,117	1,041,105
Other revenue							
Permit and inspection fees	70,130	622,088	1,572,597	(950,509)	40%	718,717	(96,630)
Weed abatement	-	34,956	30,000	4,956	117%	1,112	33,844
Other sales	-	530	3,000	(2,471)	18%	2,011	(1,481)
Other revenue	1,840	36,390	90,000	(53,610)	40%	27,150	9,240
Mutual aid recoveries	254,846	1,247,133	500,000	747,133	249%	2,201,002	(953,870)
Grants	-	-	30,000	(30,000)	0%	5,000	(5,000)
Sale of fixed assets	-	-	-	-	+++	300	(300)
Donations	-	-	1,000	(1,000)	0%	-	-
Capital acquisitions	-	-	790,583	(790,583)	0%	-	-
Interest revenue	1,779	67,600	125,000	(57,400)	54%	6,264	61,336
Other revenue Totals	328,594	2,008,696	3,142,180	(1,133,484)	64%	2,961,556	(952,860)
REVENUE TOTALS	\$ 14,922,407	\$ 28,943,946	\$ 53,173,310	\$ (24,229,364)	54%	\$ 27,735,581	\$ 1,208,366



Chino Valley Fire District Monthly Financial Report

As of December 31, 2022

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
EXPENSE							
Salaries and benefits							
Salaries regular	\$ 1,527,923	\$ 9,171,717	\$ 20,723,832	\$ 11,552,115	44%	\$ 8,335,180	\$ 836,537
Salaries - part time	18,242	76,485	71,586	(4,899)	107%	43,240	33,245
Uniform allowance	-	3,464	48,850	45,386	7%	29	3,436
Coverage - training and support	77,091	917,454	1,073,826	156,372	85%	1,275,919	(358,465)
Coverage - emergency response and leave	370,088	2,507,495	3,997,468	1,489,973	63%	2,955,441	(447,946)
Coverage - worker's compensation	27,467	349,109	1,200,000	850,891	29%	662,241	(313,133)
Call back or standby	930	5,239	11,315	6,076	46%	5,239	-
Separation payments	59,769	120,537	404,000	283,463	30%	66,222	54,315
Special compensation	61,788	364,323	806,791	442,468	45%	321,748	42,575
Annual leave buyback	-	-	600,000	600,000	0%	6,466	(6,466)
PERS retirement	312,464	6,277,473	8,561,905	2,284,432	73%	5,673,351	604,123
Survivor's benefits	266	1,622	12,398	10,776	13%	1,539	83
Long term disability	1,585	9,697	33,468	23,771	29%	9,947	(250)
Unemployment insurance	62	1,384	17,024	15,640	8%	-	1,384
Health and dental insurance	242,924	1,476,668	3,625,760	2,149,092	41%	1,341,747	134,921
Social security medicare	30,031	196,211	339,068	142,857	58%	198,907	(2,696)
State disability insurance	2,333	15,811	38,160	22,349	41%	13,639	2,171
Worker's compensation expense	12,631	671,058	1,550,000	878,942	43%	956,676	(285,617)
Life insurance	6,610	40,154	91,141	50,987	44%	37,730	2,424
Deferred comp benefit	72,185	440,022	914,044	474,022	48%	386,885	53,137
Technology Allowance	4,969	29,233	64,380	35,147	45%	28,390	844
Tuition reimbursement	-	-	147,500	147,500	+++	381	(381)
Salaries and benefits Totals	2,829,357	22,675,157	44,332,516	21,657,359	51%	22,320,916	354,241



Chino Valley Fire District Monthly Financial Report

As of December 31, 2022

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Services and supplies							
Clothing	1,357	19,394	303,287	283,893	6%	50,369	(30,975)
Telephone	23,360	102,819	274,080	171,261	38%	112,580	(9,761)
Cellular phones	849	28,318	74,160	45,842	38%	35,128	(6,810)
Electronic equipment maintenance	63,589	309,341	527,774	218,433	59%	239,127	70,213
Food	123	978	13,750	12,772	7%	4,328	(3,351)
Memberships	375	16,588	40,697	24,109	41%	15,347	1,241
Publications	332	2,774	16,140	13,366	17%	2,830	(56)
Legal postings	310	2,844	11,800	8,956	24%	1,680	1,164
Small tools and equipment	8,986	83,703	275,717	192,014	30%	39,645	44,059
Inventory equipment	4,516	77,415	190,050	112,635	41%	34,303	43,112
Non-inventory equipment	1,152	16,312	275,180	258,868	6%	54,834	(38,522)
Special department expenses	1,394	18,021	78,125	60,104	23%	22,119	(4,097)
Training	9,491	102,970	383,624	280,654	27%	65,308	37,662
Utilities	19,325	151,392	305,664	154,272	50%	134,295	17,097
General liability insurance	-	502,392	500,000	(2,392)	100%	428,396	73,996
Office supplies	3,100	15,356	56,000	40,644	27%	18,885	(3,528)
Postage	2,890	8,023	20,000	11,977	40%	5,461	2,562
Printing	625	927	42,700	41,773	2%	3,050	(2,124)
Services - auditing	1,500	20,500	21,000	500	98%	15,000	5,500
County services	-	-	370,000	370,000	0%	-	-
Services - legal	-	29,419	350,000	320,581	8%	136,596	(107,177)
Services - dispatch	-	363,779	704,588	340,809	52%	316,181	47,598
Services - other	17,769	272,135	1,193,378	921,243	23%	221,855	50,281
General household expense	160	13,681	27,420	13,739	50%	13,451	230
Medical supplies	11,463	106,740	259,827	153,087	41%	123,515	(16,776)
Vehicle maintenance	11,170	102,938	355,400	252,462	29%	246,361	(143,423)
Equipment maintenance	201	19,938	127,403	107,465	16%	13,685	6,253
Fuel	8,352	113,475	300,000	186,525	38%	106,480	6,994
Structure maintenance	16,177	136,798	525,075	388,277	26%	245,504	(108,706)
Structure rent/lease	-	(25)	-	25	+++	990	(1,015)
Services and supplies Totals	208,564	2,638,946	7,622,839	4,983,893	35%	2,707,304	(68,358)



Chino Valley Fire District Monthly Financial Report

As of December 31, 2022

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Capital outlay							
Capital - land	-	-	-	-	+++	-	-
Capital - structure improvements	-	-	810,583	810,583	0%	19,398	(19,398)
Capital - equipment	-	323,466	342,070	18,604	95%	67,369	256,097
Capital - vehicles	-	291,022	433,998	142,976	67%	626,631	(335,609)
Capital - lease purchase equipment	-	-	-	-	+++	-	-
Capital outlay Totals	-	614,488	1,586,651	972,163	39%	713,398	(98,910)
EXPENSE TOTALS	\$ 3,037,921	\$ 25,928,591	\$ 53,542,006	\$ 27,613,415	48%	\$ 25,741,618	\$ 186,973
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 14,922,407	\$ 28,943,946	\$ 53,173,310	\$ (24,229,364)	54%	\$ 27,735,581	\$ 1,208,366
EXPENSE TOTALS	3,037,921	25,928,591	53,542,006	27,613,415	48%	25,741,618	186,973
Fund 100/500 - Net Gain (Loss)	\$ 11,884,486	\$ 3,015,355	\$ (368,696)	\$ 3,384,051	(818%)	\$ 1,993,963	\$ 1,021,392
Transfers In - Capital Replacement	\$ -	\$ 63,722	\$ 63,722	\$ -	100%		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue							
Restricted - Sec115 Trust Interest	415,300	190,891				855,660	(664,769)
REVENUE TOTALS	\$ 415,300	\$ 190,891				\$ 855,660	\$ (664,769)
EXPENSE							
Services and supplies							
Restricted - Sec115 Trust Admin Expense	750	3,750				3,750	-
EXPENSE TOTALS	\$ 750	\$ 3,750				\$ 3,750	\$ -
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ 415,300	\$ 190,891				\$ 855,660	\$ (664,769)
EXPENSE TOTALS	750	3,750				3,750	-
Fund 800 - Restrictd Assets Net Gain (Loss)	\$ 414,550	\$ 187,141				\$ 851,910	\$ (664,769)
Grand Totals, All Funds							
REVENUE TOTALS, INCL. TRANSFERS IN	\$ 15,337,707	\$ 29,198,559	\$ 53,237,032	\$ (24,038,473)		\$ 28,591,241	\$ 607,319
EXPENSE TOTALS	3,038,671	25,932,341	53,542,006	27,609,665		25,745,368	(186,973)
Grand Total Net Gain (Loss)	\$ 12,299,036	\$ 3,266,218	\$ (304,974)	\$ 3,571,192		\$ 2,845,873	\$ 420,345

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: AGREEMENT NO. 2023 - 01 WITH SHUSTER ADVISORY GROUP FOR
FIDUCIARY SERVICES AND RESOLUTION NO. 2023-01 APPOINTING
THE HUMAN RESOURCES DIRECTOR AS PLAN ADMINISTRATOR**

PURPOSE:

Purpose is for the Board of Directors to review, approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator. The resolution is at the Board's discretion and does not affect the agreement with Shuster Advisory Group.

DISCUSSION:

The Fire District provides employer-sponsored deferred compensation plans under the Section 457(b) and 401(a) of the Internal Revenue Code (IRC). The 457(b) plans provide tax benefits to employees who make deposits into the Plan for their retirement. The 401(a) plan provides defined contribution payments by the Fire District to District employees. As the plan sponsor, the Fire District has certain fiduciary duties and responsibilities under State law (California State Constitution, Article XVI, Section 17). These duties and responsibilities focus on ensuring the operation and investment of the public retirement plan is the exclusive purpose of providing benefits to participants and beneficiaries. Specifically, fiduciary responsibilities include:

- Investing the assets of the plan;
- Administering the plan, and
- Engaging in a prudent process for making all decisions related to the operation of the plan, including decisions related to the plan's investments and related services.

Because the increasing complexity of the investment process and associated responsibilities and staff's prior experience with Shuster Advisory Group, staff sought to seek more information about the trends

affecting the employer sponsored retirement plan marketplace and laws governing fiduciary requirement for the operation vis-à-vis the Fire District's sponsored plans with Nationwide, the provider of the Fire District's deferred compensation plans. In addition, in an effort to fulfill the District's fiduciary responsibility to provide plans in the best interest of participating employees, staff sought to conduct a review the existing plans and the fees paid by the participants of the Nationwide deferred compensation plans. District staff provided Shuster information on the 401(a) and 457(b) programs. As previously stated, District staff have prior experience working with the firm's founder, Mark Shuster and his team. They have been successful in negotiating lower fees and expanding investment options for over 70 cities and special districts throughout California. In September 2022, Shuster Advisory Group conducted an initial review of existing plans at no cost to the District or participants of those plans. This was done in order to provide staff with comparison to what the District currently has in place and what it should seek to bring the District into compliance as well as to offer lower fees as well as expanded investment opportunities.

The review included an evaluation of all contract-related data, including, but not limited to: administrative fees associated with the plans, investment options, asset values, fixed account interest rates, and additional fees that may be charged by the plans. Utilizing this information, Shuster Advisory Group was able to negotiate an approximate 75% reduction in fees. Shuster's team met with employees represented by the Teamsters and the Fire Association. The two groups were enthusiastic with the potential savings, which could result in higher rates of return, and were eager for the District to engage the services of Shuster Advisory Group.

With the recommended approval of the attached agreement, there is no cost to the District to engage the services of Shuster Advisory Group. The monthly fee of \$2,500 paid to Shuster Advisory group will be paid from the plan assets, which does not represent a change to the current practice since Nationwide already collects fees from the plan assets. As such, there are no extra costs incurred to the District or the plan participants. The proposed contract enables the District to obtain the needed fiduciary, investment and advocacy services the District and plan participants need. The contract does not include a minimum contract period, which is a benefit to the District. The contract may be terminated with a 60-day notice.

Lastly, it is recommended the Board of Directors allow the position of the Human Resources Director to serve as the Plan Administrator. The primary reason is that the Human Resources Director is more familiar with the deferred compensation benefits as provided by the Chino Valley Independent Fire District. The Human Resources Director will provide regular updates to the Human Resources Committee regarding plan changes instituted by Schuster Advisory Group. The approval of the resolution is a separate item from the agreement with Shuster Advisory Group.

FINDING:

Based on Shuster Advisory Group's performance and demonstrated experience, staff is recommending engaging the services of Shuster Advisory Group to provide investment advisory and consulting services for employee plans and to implement a due diligence process for the District to follow and ensure the District is meeting its fiduciary responsibilities.

It is also recommended the Board of Directors allow for the position of Human Resources Director to serve as the Plan Administrator with Human Resources Committee being advised of any changes to the investment plans. The approval of this resolution is a separate item from the agreement with Shuster Advisory Group.

If the agreement with Shuster Advisory Group is approved, it is anticipated the new investment options and lower fees will occur in approximately 60 days. Employees will be notified via mail and/or email of the changes.

RECOMMENDATION:

It is recommended the Board of Directors approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator.

ATTACHMENTS:

Agreement No. 2023-01 Shuster Advisory Group, LLC
Resolution No. 2023-01

CHINO VALLEY INDEPENDENT FIRE DISTRICT PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into as of February 8, 2023 by and between the Chino Valley Independent Fire District, a public agency organized and operating under the laws of the State of California with its principal place of business at 14011 City Center Drive, Chino Hills, California 91709 ("District"), and Shuster Advisory Group, LLC, a California limited liability company with its principal place of business at 225 S. Lake Ave., Ste. 600, Pasadena, CA 91101 (hereinafter referred to as "Consultant"). District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. District is a public agency of the State of California and is in need of professional services for the following project:

Consultant will provide fiduciary and non-fiduciary services for the plan administrator of the retirement plans of the Chino Valley Independent Fire District, both District's 457(b) Deferred Compensation Plan and 401(a) Plan, as set forth in additional detail within the incorporated Scope of Services.

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the District with the services described in the Scope of Services attached hereto as Exhibit "A." To the extent there are discrepancies between this Agreement and the attached Scope of Services, the Scope of Services control.

2. Compensation.

a. Subject to paragraph 2(b) below, the District shall pay for such services in accordance with the Schedule of Charges set forth in Appendix "D" of the incorporated Scope of Services.

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$2,500.00 per month, subject to the terms within Appendix "D" of the incorporated Scope of Services. This amount is to cover all printing and related costs, and the District will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by District.

5. Delays in Performance.

a. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

6. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

7. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

8. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

9. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

10. Insurance. Consultant shall not commence work for the District until it has provided evidence satisfactory to the District it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term

of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may cancel this Agreement.

(iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

11. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the District, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

12. California Labor Code Requirements.

a. Responsibility. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., and California Code of Regulations, Title 8, Section 16000, et seq., which require the payment of prevailing wage rates and the performance of other

requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). Consultant acknowledges that Consultant alone shall assume any and all responsibility relating to, and be solely responsible for, determining whether or not Prevailing Wage Laws must be compiled with for Consultant services. If the services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the District. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

d. **Waivers and Releases.** Consultant, on behalf of itself, its successors, and assigns, waives and releases District from any right of action that may be available to any of them pursuant to State Prevailing Wage Laws or applicable Federal law. Relative to the waivers and releases contained in this Section 13, Consultant acknowledges the protections of Civil Code section 1542, which reads as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

By initialing below, Consultant knowingly and voluntarily waives the provisions of Section 1542 solely in connection with the waivers and releases of this Section 13:

Initials of Authorized
Consultant Representative

13. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

14. RESERVED.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Bernardino, State of California.

16 Termination or Abandonment

Parties are subject to the Termination procedure set forth within the Scope of Services, Section 9, incorporated herein, that each Party may terminate this Agreement upon sixty (60) days prior written notice.

17 Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the District.

18. Organization

Consultant shall assign JoAnn Parrino as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the District.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any and all notices required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, or (iii) sent via a nationally recognized overnight courier service , addressed to:

DISTRICT:

Chino Valley Independent Fire District
14011 City Center Drive
Chino Hills, California 91709
Attn: Anthony Arroyo

CONSULTANT:

Shuster Advisory Group, LLC
225 S. Lake Ave., Ste. 600,
Pasadena, CA 91101
Attn:

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of District. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

27. Time of Essence

Time is of the essence for each and every provision of this Agreement.

28. District's Right to Employ Other Consultants

District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CHINO VALLEY INDEPENDENT FIRE DISTRICT
AND SHUSTER ADVISORY GROUP, LLC**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CHINO VALLEY INDEPENDENT
FIRE DISTRICT

SHUSTER ADVISORY GROUP, LLC

By: _____

By: _____

Title: _____

Its: _____

Printed Name: _____

ATTEST:

By: _____
Angela Robles, District Clerk of the Board

EXHIBIT A

Scope of Services

Inserted and Incorporated Herein

RETIREMENT PLAN CONSULTING SERVICES AGREEMENT

This agreement ("Agreement") is entered into between **Shuster Advisory Group, LLC** ("CONSULTANT"), a California limited liability company, and **the plan administrator of the retirement plans of the Chino Valley Independent Fire District** ("PLAN ADMINISTRATOR") as further identified on Appendix A ("Plan" or "Plans," collectively).

The **PLAN ADMINISTRATOR**, as the responsible plan fiduciary for the Plans as further identified in Appendix A, desires to engage CONSULTANT to provide the services described in this Agreement according to the terms of this Agreement.

The parties acknowledge and agree that the Plans are "governmental plans", as defined in section 414(d) of the Internal Revenue Code. As such, the parties agree that the Plans are not subject to the requirements of ERISA, but are subject to the fiduciary rules set forth in the California Constitution and in the California Government Code ("California Rules").

1. **Fiduciary Authority.** PLAN ADMINISTRATOR, as the responsible plan fiduciary, has the authority to designate investment alternatives under the Plan and the related trust, and to enter into an Agreement with third parties to assist in these and related duties.
2. **Term.** The term of this Agreement will commence [_____], 2023.
3. **Services.** CONSULTANT agrees to provide the following services to PLAN ADMINISTRATOR:
 - (A) **Fiduciary Services:** CONSULTANT will perform the Fiduciary Services described in Appendix B.
 - (B) **Non-Fiduciary Services:** CONSULTANT will perform the Non-Fiduciary Services described in Appendix C.
 - (C) PLAN ADMINISTRATOR acknowledges that CONSULTANT has no responsibility to provide any services related to the following types of assets: employer securities; real estate (except for real estate funds and publicly traded REITs); stock brokerage accounts or mutual fund windows; in-plan retirement income annuity products; participant loans; non-publicly traded partnership interests; other non-publicly traded securities (other than collective trusts and similar vehicles); or other hard-to-value securities or assets. Such assets (except for real estate funds, publicly traded REITs, and collective trusts and similar vehicles) shall be referred to collectively as "Excluded Assets." The Excluded Assets shall be disregarded in determining the Fees payable to CONSULTANT pursuant to this Agreement, and the Fees shall be calculated only on the remaining assets (the "Included Assets").
4. **Fees.**
 - (A) The compensation, direct and indirect, of CONSULTANT for the performance of the Services is described in Appendix D.
5. **Fiduciary Status: Limitations on Functions.** PLAN ADMINISTRATOR acknowledges that:
 - (A) In performing the Fiduciary Services, CONSULTANT is acting as a fiduciary of the Plan and as a registered investment advisor under the Investment Advisers Act of 1940.
 - (B) In performing the Non-Fiduciary Services, CONSULTANT is not acting as a fiduciary of the Plan.
 - (C) In performing both Non-Fiduciary Services and Fiduciary Services, CONSULTANT does not act as, nor has CONSULTANT agreed to assume the duties of, a trustee or the PLAN ADMINISTRATOR, and

CONSULTANT has no discretion or responsibility to interpret the Plan documents, to determine eligibility or participation under the Plan, or to take any other action with respect to the management, administration or any other aspect of the Plan.

- (D) CONSULTANT does not provide legal or tax advice.
- (E) Investments are subject to various market, political, currency, economic, and business risks, and may not always be profitable. As a result, CONSULTANT does not and cannot guarantee financial results.
- (F) CONSULTANT may, by reason of performing services for other clients, from time to time acquire confidential information. PLAN ADMINISTRATOR acknowledges and agrees that CONSULTANT is unable to divulge to the PLAN ADMINISTRATOR or any other party, or to act upon, any such confidential information with respect to its performance of this Agreement.
- (G) CONSULTANT is entitled to reasonably rely upon all information provided to CONSULTANT (whether financial or otherwise) from reputable third parties or by PLAN ADMINISTRATOR, PLAN ADMINISTRATOR's representatives or third-party service providers to PLAN ADMINISTRATOR or the Plan, without independent verification. PLAN ADMINISTRATOR agrees to promptly notify CONSULTANT in writing of any material change in the financial and other information provided to CONSULTANT and to promptly provide any such additional information as may be reasonably requested by CONSULTANT.
- (H) CONSULTANT will not be responsible for voting (or recommending how to vote) proxies of any publicly traded securities (including mutual fund shares) held by the Plan (or its trust). Responsibility for voting proxies of investments held by the Plan or its trust remain with PLAN ADMINISTRATOR (or, if applicable, the Plan participants).
- (I) PLAN ADMINISTRATOR understands that CONSULTANT: (i) may perform other services for other clients, (ii) may charge a different fee for other clients, and (iii) may give advice and take action that is different for each client even when retirement plans are similar.

6. Representations of PLAN ADMINISTRATOR. PLAN ADMINISTRATOR represents and warrants as follows:

- (A) It is the responsible plan fiduciary for the control and/or management of the assets of the Plan, and for the selection and monitoring of service providers for the Plan. CONSULTANT is entitled to rely upon this statement until notified in writing to the contrary.
- (B) The person signing the Agreement on behalf of PLAN ADMINISTRATOR has all necessary authority to do so.
- (C) The execution of this Agreement and the performance thereof is within the scope of the administrative authority authorized by the Plans. The PLAN ADMINISTRATOR represents that the execution of the Agreement has been duly authorized by appropriate action and agrees to provide such supporting documentation as may be reasonably required by CONSULTANT.
- (D) The Plan and related Trust permit payment of fees out of Plan assets. PLAN ADMINISTRATOR has determined that the fees charged by CONSULTANT are reasonable and are the obligation of the Plan; however, if PLAN ADMINISTRATOR desires, it may pay the fees directly, rather than with Plan assets.

7. Representation of CONSULTANT. CONSULTANT represents as follows:

- (A) CONSULTANT is registered as an investment adviser ("RIA") under the Investment Advisers Act of 1940.

- (B) The person signing this agreement on behalf CONSULTANT has the power and authority to enter into and perform this Agreement.
- (C) CONSULTANT agrees to take reasonable steps to protect Private Participant Information and Plan Investment Data in its possession;
CONSULTANT is not responsible for the assessment of systems and procedures of third parties for the protection of plan and participant Data;
CONSULTANT is not responsible for the actions by or the failure to act by PLAN ADMINISTRATOR, by other service providers, or by Plan participants to protect Data;
CONSULTANT shall have no liability in the event of a Data breach or a violation of participant privacy rights (under the California Consumer Privacy Act or otherwise) unless said breach is the direct result of negligence, recklessness, or willful misconduct of an employee of CONSULTANT.

8. Standard of Care.

- (A) CONSULTANT will perform the Fiduciary Services described in Appendix B to the Plan in accordance with the standards of care of the prudent man rule set forth in the Investment Adviser Act of 1940, the California Rules, and those provisions of ERISA specifically referenced herein.
- (B) CONSULTANT will perform the Non-Fiduciary Services described in Appendix C using reasonable care and reasonable business judgment and shall not be liable for any liabilities and claims arising thereunder, unless directly arising from CONSULTANT's intentional misconduct or gross negligence, or its negligence or material breach of this Agreement.

9. **Termination.** Either party may terminate this Agreement upon sixty (60) days prior written notice to the other party. Such termination will not, however, affect the liabilities or obligations of the parties arising from transactions initiated prior to such termination, and such liabilities and obligations (together with the provisions of section 8, 17, and 18) shall survive any expiration or termination of this Agreement. Upon termination, CONSULTANT will have no further obligation under this Agreement to act or advise PLAN ADMINISTRATOR with respect to services under this Agreement.

10. **Receipt of Disclosure and Consent to Electronic Delivery.** PLAN ADMINISTRATOR acknowledges receipt and undertakes to review and consider the disclosures made by CONSULTANT (including in this Agreement, the Form ADV Part 2 and CONSULTANT's Privacy Policy), in particular the portions related to services, compensation, and potential conflicts of interest, as well as the remainder of the disclosures concerning, among other matters, background information such as educational and business history, business practices such as the types of advisory services provided, the methods of securities analysis used, and the like.

Further, PLAN ADMINISTRATOR consents to electronic delivery (via email or other generally accepted method) of current and future distributions of CONSULTANT's Form ADV Part 2 and Privacy Policy. Consent to electronic delivery may be canceled at any time by sending a written request to CONSULTANT.

11. **Notices.** Any and all notices required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, or (iii) sent via a nationally recognized overnight courier service to the address in Appendix A and CONSULTANT's address 225 S. Lake Ave., Ste. 600, Pasadena, CA 91101, or such other address as any party shall have designed by notice in writing to the other party.

12. **Assignability.** This Agreement is not assignable by either Party hereto without the prior written consent of the other Party.

13. **Effect.** This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective heirs, successors, survivors, administrators and assigns.
14. **Entire Understanding and Modification.** This Agreement constitutes and contains the entire understanding between the parties and supersedes all prior oral or written statements dealing with the subject matter herein. This Agreement can be amended or modified by the written consent of the Parties.
15. **Severability.** If any one or more of the provisions of this Agreement shall, for any reason, be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be enforced as if such illegal or invalid provision had not been contained herein.
16. **Headings.** All headings used herein are for ease of reference only and in no way shall be construed as interpreting, decreasing or enlarging the provisions of this Agreement.
17. **Applicable Law; Forum.** The laws of the State of California shall govern this Agreement in all respects, including but not limited to the construction and enforcement thereof, unless otherwise preempted or superseded by federal law.
18. **Arbitration Agreement.** To the extent permitted by law, all controversies between PLAN ADMINISTRATOR and CONSULTANT, which may arise out of or relate to any of the services provided by CONSULTANT under this Agreement, or the construction, performance or breach of this or any other Agreement between CONSULTANT and PLAN ADMINISTRATOR, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in Chino Hills, San Bernardino County, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.
19. **Amendment Process.** The Agreement may be modified, by written agreement of both PLAN ADMINISTRATOR and CONSULTANT.
20. **Waiver of Limitation.** Nothing in this Agreement shall in any way constitute a waiver or limitation of any rights which PLAN ADMINISTRATOR or Plan or any other party may have under federal or state securities laws.

APPENDIX A – CLIENT/PLAN SPONSOR - PLAN INFORMATION

PLAN ADMINISTRATOR The Human Resources Director of Chino Valley Independent Fire District Plans, as the Plan Administrator of such Plans			
Plan Name 1 Chino Valley Independent Fire District 457 Plan & Trust	Type of Plan <input type="checkbox"/> 401(k) <input checked="" type="checkbox"/> 457(b) <input type="checkbox"/> 401(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> Part-time Seasonal (OBRA) <input type="checkbox"/> Retiree Health Savings <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Other: _____		
Plan Name 2 Chino Valley Independent Fire District 401(a) Plan	Type of Plan <input type="checkbox"/> 401(k) <input type="checkbox"/> 457(b) <input checked="" type="checkbox"/> 401(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> Part-time Seasonal (OBRA) <input type="checkbox"/> Retiree Health Savings <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Other: _____		
Plan Name 3	Type of Plan <input type="checkbox"/> 401(k) <input type="checkbox"/> 457(b) <input type="checkbox"/> 401(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> Part-time Seasonal (OBRA) <input type="checkbox"/> Retiree Health Savings <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Other: _____		
Plan Name 4	Type of Plan <input type="checkbox"/> 401(k) <input type="checkbox"/> 457(b) <input type="checkbox"/> 401(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> Part-time Seasonal (OBRA) <input type="checkbox"/> Retiree Health Savings <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Other: _____		
Plan Name 5	Type of Plan <input type="checkbox"/> 401(k) <input type="checkbox"/> 457(b) <input type="checkbox"/> 401(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> Part-time Seasonal (OBRA) <input type="checkbox"/> Retiree Health Savings <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Other: _____		
Mailing Address 14011 City Center Drive	City Chino Hills	State CA	Zip Code 91709-5442
Legal Address (<input checked="" type="checkbox"/> Same as Mailing Address)	City	State	Zip Code

APPENDIX B – FIDUCIARY SERVICES

PLAN ADMINISTRATOR desires CONSULTANT to provide, and CONSULTANT agrees to provide discretionary investment fiduciary services similar to those outlined in section 3(38) of ERISA and as described in the California Rules as to the selection, monitoring and replacement of investment options within the Plans as well as the selection of default investment options. As such, once CONSULTANT'S role as the discretionary investment fiduciary has been properly communicated to, and accepted by, the Plans' recordkeepers, CONSULTANT will have the fiduciary responsibility for the selecting, monitoring, removing, and replacing of the Plans' investment options, as appropriate. CONSULTANT will make timely communication to the PLAN ADMINISTRATOR of any such changes and make sure that all affected participants are notified by the recordkeeper of such changes on a timely basis.

As part of its engagement, CONSULTANT will perform the following fiduciary services:

1. Development of an Investment Policy Statement (IPS). The IPS establishes the investment policies and objectives for the Plan(s), and shall set forth the asset classes and investment categories to be offered under the Plan(s), as well as the criteria and standards for selecting and monitoring the investments that will be used by Consultant. The CONSULTANT and PLAN ADMINISTRATOR shall have the ultimate responsibility and authority to establish such policies and objectives and to adopt the investment policy statement.
2. Consistent with the Investment Policy Statement, CONSULTANT will have the sole responsibility for the selection of the investment options within the Plans), including the Plans' default investments.
3. CONSULTANT will periodically review the investments within the Plan(s) and shall be responsible for making additions/deletions thereto.
4. As agreed upon with the PLAN ADMINISTRATOR, CONSULTANT will provide periodic investment advisory reports that document consistency of investment selection, fund management and performance to the guidelines set forth in the IPS, and to explain its decisions with respect to the maintenance of the Plans' fund lineup for the reporting period. Reports may include: Market Overview, In-Depth Portfolio Summary, Plan Asset Allocation Analysis and Fund Performance Comparison to the Index.
5. Meet with PLAN ADMINISTRATOR on a periodic basis to discuss reports and recommendations.
6. Annually review the IPS with the PLAN ADMINISTRATOR to ensure it continues to meet the DISTRICT's needs.
7. Selection of a default investment for participants who fail to make an investment election.
8. Coordinate the Deferred Compensation Committee meetings, record the meeting minutes and provide minutes to the attending members.
9. Assist the Administrator with Compliance with California Government Code section 53213.5.

LIMITATIONS ON FIDUCIARY SERVICES

CONSULTANT shall not be responsible or liable for the recommendations of or services rendered by anyone other than CONSULTANT. The ability to perform the above services is contingent upon the rules, policies, processes, and responsiveness to our requests for information of PLAN ADMINISTRATOR, Plan Sponsor, Record Keeper(s), and/or Third-Party Administrator(s); provided, that CONSULTANT shall as soon as reasonably possible inform the PLAN ADMINISTRATOR if it is unable to fulfill its duties under this agreement due to problems with such third party documents or operations.

APPENDIX C – NON-FIDUCIARY SERVICES

CONSULTANT will perform the following Non-Fiduciary services if requested by the Plan Administrator and after disclosing the potential fees and/or costs of such services:

1. Provide Plan design consulting and Plan document review
2. Provide vendor management/issue resolution
3. Provide consulting assistance on fiduciary best practices
4. Assist in the transition of previous record-keeper(s) and/or Plan provider(s)
5. Provide custom communications when needed
6. Assist in communications with recordkeeper(s) and/or Plan provider(s)
7. Distribute Plan level newsletters
8. Provide RFP services and Plan fee negotiations
9. Incumbent vendor and fee review
10. Contract review support
11. Employee education
12. Provide assistance with mandatory and optional legislative changes

LIMITATIONS ON NON-FIDUCIARY SERVICES

CONSULTANT shall not be responsible or liable for the recommendations of or services rendered by anyone other than CONSULTANT. CONSULTANT and PLAN ADMINISTRATOR/Plan Sponsor will work together to determine mutually agreed upon for services requiring both parties coordinate and/or attend. The ability to perform the above services is contingent upon the rules, policies, processes, and responsiveness to our requests for information of PLAN ADMINISTRATOR, Plan Sponsor, Record Keeper(s), and/or Third-Party Administrator(s).

APPENDIX D FEE SCHEDULE: SCHEDULE OF CHARGES/PAYMENTS

1. All fees are billed in arrears.
2. The initial fee will be the amount, prorated for the number of days included in the initial billing period from the effective payment start date.
3. If this Agreement is terminated prior to the end of a billing period, CONSULTANT shall be entitled to a fee, prorated for the number of days in the billing period prior to the effective date of termination.
4. All fees will be due and payable within 30 days and are payable to “Shuster Advisory Group, LLC”
5. The annual fee for services shall be as follows:

Beginning with the Effective Date of this Agreement and continuing until the earlier of the date the plans are converted to a new record-keeper and assets from the prior record-keeper are transferred, the date the plans are converted to a new record-keeper and the first payroll deferral is processed by the new record-keeper, or the date it is decided to remain with the incumbent record-keeper and new pricing is implemented, if applicable, (hereafter known as the “Conversion Date”) the fee for service shall be \$2,500.00 per month. Fees will accrue and be paid from Plan assets to CONSULTANT by the record keeper upon the Conversion Date.

After the “Conversion Date”, the fee for service shall be \$2,500.00 per month. Fees will be deducted from Plan assets and will be paid to CONSULTANT by the record-keeper.

At CONSULTANT’s discretion the billing period described above may be adjusted to quarterly.

RESOLUTION NO. 2023-01
RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY
INDEPENDENT FIRE DISTRICT APPROVING THE APPOINTMENT OF THE
HUMAN RESOURCES DIRECTOR AS THE PLAN ADMINISTRATOR OF THE
CHINO VALLEY INDEPENDENT FIRE DISTRICT RETIREMENT BENEFIT PLANS

WHEREAS, the Chino Valley Independent Fire District (“District”) sponsors and maintains the following retirement benefit plans (collectively, "Plans") for the benefit of its eligible employees:

- 457(b) Deferred Compensation Plan
- 401(a) Plan; and

WHEREAS, the Plans currently provide that by default the District (through the District’s governing body) is the administrator and responsible for the administration, assets and investments of the Plans; and

WHEREAS, based on applicable case law, the Board is the administrator and bears the fiduciary liability and responsibilities for the administration, assets, and investments of the Plans; and

WHEREAS, the Board may appoint a new administrator so that the Board will not be responsible and liable for the administration and investment of the Plans; and

WHEREAS, staff recommends the appointment of the Human Resources Director (“Director”) as the administrator of the Plans, with oversight by the Human Resources Subcommittee of the Board of Directors, since the Director has familiarity with the terms of the Plans and its participants, and can effectively monitor and react in real time to economic factors that impact those Plans; and

WHEREAS, the Board deems it to be in the best interests of the District and the Plans’ participants to appoint the Human Resources Director as administrator of the Plans.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby appoints the District’s Human Resources Director, and any District staff he may designate to assist him in that role, as the administrator of the Plans, with responsibility for the administration and interpretation, management of the assets and investments, and vendor retention of the Plans.

BE IT FURTHER RESOLVED that the Board authorizes and directs the Fire Chief and the Human Resources to take all such actions deemed necessary or appropriate to implement this resolution.

REVIEWED, APPROVED AND ADOPTED at a Regular Board Meeting held on the 8th day of February 2023, by the following vote, to wit:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

JOHN DEMONACO, PRESIDENT

ATTEST:

ANGELA ROBLES, CLERK OF THE BOARD

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF
DIRECTORS**

PURPOSE:

Purpose is for the Board of Directors to review recommended changes to the Fire District Policy and Procedures for Board of Directors and provide direction to staff.

DISCUSSION:

At the December 14, 2022, regular meeting President DeMonaco and Director Ramos-Evinger were appointed to the Board Policy Ad Hoc Committee. Following the meeting, the Board Members submitted recommended changes through the Clerk of the Board and submissions were incorporated in redlined format. Attached to the staff report is the redlined Policy and Procedures for Board of Directors with recommended changes, and as reviewed by the Ad Hoc Committee for Board discussion and direction to staff.

It should be noted that Legal Counsel will conduct a review of the proposed changes following the Board meeting as well as review teleconference and online meeting provisions in response to any changes in state law. It is anticipated that the final document will be brought back to the Board of Directors on March 8, 2023, for consideration and approval.

In conclusion, the Fire District holds several accreditations that require the Board to update their policies within a year of submitting for reaccreditation. Furthermore, review of the document provides an opportunity for the Board to make recommendations for modifications and for District Legal Counsel to review and ensure all statutory references are current.

RECOMMENDATION:

It is recommended that the Board of Directors review the proposed changes to the Policy and Procedures for Board of Directors as presented in redlined format and provide direction to staff.

ATTACHMENTS:

Board of Director Policy and Procedures Redlined

CHINO VALLEY INDEPENDENT FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Resolution No. ~~2022-01~~ 2023-XX Revised and Adopted ~~January 12, 2022~~
,2023

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MISSION, VISION AND VALUES

OUR MISSION

The mission of the Chino Valley Fire District is to provide exceptional service and safeguard the community.

VISION

As an organization, we...

...seek excellence in everything we do; with innovative practices, training, and equipment.

...remain transparent; open, honest, and accountable to each other and those we serve.

...appreciate our members; we attract, retain, and develop future leaders.

...value the public trust above all else; we are good stewards of our financial resources.

...endeavor to learn and grow; continuously seeking improvement and embracing change.

VALUES

• FAITHFULNESS

We are fully committed, invested and engaged in the communities we serve.

• INTEGRITY

We lead by example, according to the highest ethical and professional standards.

• RESPECT

We treat each other, and those we serve with compassion, dignity, and value.

• EXCELLENCE

We are relentless in our pursuit of the highest possible standard of quality.

POLICY TITLE: Code of Ethics
POLICY NUMBER: 1010

- 1010.0** The Board of Directors of the Chino Valley Independent Fire District is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
- 1010.1** The dignity, style, values and opinions of each Director shall be respected.
- 1010.2** Responsiveness and attentive listening in communication are encouraged.
- 1010.3** The needs of the District's constituents are the priority of the Board of Directors.
- 1010.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy for, and financial oversight of, the District. Routine matters concerning the operational aspects of the District shall be the responsibility of the Fire Chief.
- 1010.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action.
- 1010.6** Board Members should make clear, to other parties with whom the Board Member is dealing, those viewpoints that are the Board Member's personal viewpoints as opposed to those viewpoints held in their official, Board of Directors capacity.
- 1010.7** Board Members shall avoid conducting District business or discussions while conducting personal or employment business with any third parties.
- 1010.8** Board Members shall not use District resources for personal or political purposes. "District resources" include any property, personnel or asset of the District including, but not limited to, land, buildings, facilities, funds, equipment, supplies, copy machines, office equipment, telephones, computers, vehicles, travel and District compensated time. Examples of prohibited activities include: using District offices to prepare campaign mailers, asking District staff to appear in campaign materials in uniform, or using District offices for non-District related work.

Board Members or employees who wear a uniform that has become associated with a specific position at the District, may not appear at any political function or in a campaign photo in that uniform even when off duty. This includes civilian clothing with District name or logo.

Board Members shall not solicit individual employees for campaign support, such as: placing signs on their personal property or wearing campaign pins on clothing. Board Members soliciting campaign support should work directly with the employee associations.

Board Members, employees or candidates for elected office may not use or operate District vehicles or equipment for personal political activities. Logos, patches, or any item that identifies the District must be blurred in photos as to not be identified with the District.

POLICY TITLE: Board Policy
POLICY NUMBER: 1020

- 1020.0** In seeking clarification on information on agenda items, Board Members shall work through the Fire Chief and/or Clerk of the Board.
- 1020.1** Complaints received from residents and property owners regarding District operational issues are to be referred directly to the Fire Chief or designee, if the Fire Chief is not available. In the event the Fire Chief or designee cannot be contacted, the Board Member shall use the same process as any member of the public would use for a complaint. The Board Member shall thereafter notify the Fire Chief or designee of the complaint and who was contacted.
- 1020.2** Safety concerns or hazards are to be reported to the Fire Chief or his or her designee. Community emergency situations requiring an emergency response should be dealt with immediately by dialing 911.
- 1020.3** Develop a working relationship with the Fire Chief. Concerns with District projects or issues should be addressed directly with the Fire Chief or through the Board President.
- 1020.4** Enforce the chain of command when approached by District personnel concerning specific District policy or operational issues, and direct inquiries to the Fire Chief. Make the Fire Chief aware of personnel concerns.
- 1020.5** The work of the District is a team effort. All Board Members should work together in the collaborative process, assisting each other in conducting the affairs of the District and bringing policy issues to the attention of the Board as a whole, rather than to individual Board Members selectively.
- 1020.6** Be courteous when responding to constituent requests and concerns, responding to individuals in a positive manner and routing their questions through appropriate channels to the Fire Chief or his/her designee. Board Members shall inform constituent that the Fire Chief or his/her designee will respond directly to the constituents if appropriate.
- 1020.8** Board Members are responsible for understanding and adhering to the Fire District Policy and Procedures and applicable State and federal laws, including the Brown Act. This includes adhering to the following best practices when Board Members utilize social media:
1. A Board Member may communicate on social media sites to answer questions, provide information to the public or to solicit

information from the public regarding a matter within the subject matter jurisdiction of the Board.

2. However, a Board Member is prohibited from using a social media site to discuss District business with a majority of other Board Members.
3. A Board Member is prohibited from responding directly to any communication posted or shared by another Board Member regarding District business on a social media site.

When Board Members use social media in their personal capacities, they acknowledge that posts related to District business may be deemed public records under the California Public Records Act. When a Board Member publishes a social media post, or engages in an exchange about District business via their personal social media account, they may transform that otherwise personal social media account into an account subject to federal and state law; including but not limited to the California Public Records Act, record retention requirements, and First Amendment principles, among others. This conduct may also limit the ability of Board Members to legally “block” third parties from viewing or posting on that purportedly personal social media site. Board Members may avoid transforming their personal social media accounts into accounts subject to this Policy, and federal and state open government laws, by, among other things, not engaging in discussions of District business on that social media account.

1020.9 Any request or proposed changes or amendments to any section in these policies and procedures shall go to the full Board for review, discussion and possible adoption. Any requested or proposed changes or amendments would need to go through the agenda process set forth in this policy and procedures.

POLICY TITLE: Staff Support and Assistance
POLICY NUMBER: 1025

1025.0 The purpose of this policy is to provide guidelines and standards regarding the staff support and assistance routinely provided to the Board of Directors. This policy does not apply to relations with or communications between the Board and Board appointees; i.e. the Fire Chief, District Legal Counsel/Attorney, or auditor, except as specified.

Any inquiry of the Board into the administration, policy or procedures will be done through the Fire Chief. A Board Member shall not give orders to any subordinates of the Fire Chief.

1025.1 The Board of Directors through the approval of the annual budget, allocates staff and other resources to support its legislative and intergovernmental activities. The Fire Chief is responsible for appointing, disciplining, and terminating such employees. Such employees shall provide support to the Board in accordance with this policy, and with Fire Chief approval. District Staff and resources shall not be used for personal business.

1025.2 In order to effectively discharge their responsibilities as elected officials, the President and Board Members are entitled to receive clerical and administrative support services from assigned staff so long as it pertains to District business. Staff support is to be approved and assigned by the Fire Chief.

Preparation of correspondence relating to official District business: Preparation of correspondence by District staff on behalf of Board Members shall be limited to official District business only.

1. Staff will assist in the scheduling of District related business meetings, but not meetings related to political campaigns or other personal business.
2. The Clerk of the Board shall ensure the preparation and maintenance of an event calendar for Board Members, to track upcoming District related events and meetings. Calendars shall be distributed to Board Members and Executive Staff on a monthly basis and as changes occur.
3. All Board Members' mail shall be placed in the appropriate Board Member's incoming mailbox or may be scanned and sent via email when appropriate.

4. Routine administrative and clerical support will be facilitated on an on-going basis by the Clerk of the Board. Non-routine administrative and clerical support, requests for research, policy work, or studies shall be directed to the Fire Chief who shall designate staff in operating departments.
5. Board Member questions specific to an agenda item for clarification or requests for additional information or support should be directed to the Fire Chief in a timely manner.

1025.3 Reasonable staff assistance shall be provided to Board Members serving on intergovernmental bodies when the District has recognized participation in that body. Use of staff shall be consistent with the following guidelines:

1. Staff assignments shall be made by the Fire Chief.
2. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest extent possible, rather than District staff.
3. Assigned District staff need not attend the intergovernmental meeting unless requested by the Board Member and directed by the Fire Chief. The primary responsibilities of assigned staff are to review issues, gather information and attend as requested, and to advise a specific Board Member and/or Fire Chief who is presenting issues before the full Board or intergovernmental entity.

1025.4 At times, it may be appropriate to provide staff support to a Board Member who is attending a District related meeting or other function. Such requests for staff support shall be made to the Fire Chief. Except for routine follow-up on comments, assignments arising from these meetings must be approved by the Fire Chief.

1025.5 Staff assistance for speech/comment preparation for District business is available to Board Members. Such assistance shall be requested through the Fire Chief.

1025.6 Documentation intended for distribution to Board Members from staff, shall be forwarded to the Fire Chief for review prior to distribution by the Clerk of the Board.

The original and five copies, bearing the last name of each Board Member, of all District documentation shall be provided to the Clerk of the Board for

distribution to Board Members. A final copy of approved documentation shall be given to the Fire Chief.

1025.7 A Board Member making a Public Records Act request shall not fall under this policy and will be treated the same as any member of the public who makes a Public Records Act request. Additionally, Board Member public record requests shall not be considered Board business and the Board Member shall be responsible for any costs that arise from such requests.

1025.8 A Board Member request for support or assistance must clearly state and define the reason. Consideration should be given to staff time and responsibilities.

Board Members will not receive staff support or assistance for the following:

- a. Assistance to perform official duties, except as noted in the Fire District Policy and Procedures.
- b. Training or assistance within a Board Member's personal responsibility such as basic training for use of computers, iPad, telephones, email etc.
- c. Assistance with completing or filing forms required as an elected official.
- d. Assistance with completing Fire District required forms beyond basic instruction for completing.

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1030

1030.0 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

The District operates according to the Board-Manager (Chief) form of government, which vests policy-making authority in an elected Board of Directors, which, in turn, hires an appointed executive (the Chief). Beginning with the November 2022 election and adoption of Resolution Number 2022-02, the Chino Valley Fire District transitioned into five geographically divided voting areas and established a by-division area election system. The Board is composed of five (5) members: elected by-division at large, on a non-partisan basis, serving overlapping four-year terms. The Board President is elected by the Board Members annually. The Board President is the presiding officer at Board meetings and acts as the official head of the District for legislative and ceremonial purposes. The Fire Chief and Legal Counsel are appointed by the Board and serve at the pleasure of the Board.

The Board is the District's legislative and policy-making body. Acting as a whole, the Board is responsible for passing ordinances, resolutions and other orders necessary for governing the District, as well as setting the direction of District policy. The Fire Chief is responsible for administering and executing the general policies set by the Board, in addition to the day-to-day operation of all District functions. The Fire Chief, with the help of the staff and Legal Counsel, provides the Board with the information needed to fulfill its policy-making role.

The Board-Manager (Chief) form of government separates legislative and executive responsibilities in a manner similar to state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each. As the issues involved in local government have grown more complex, professional managers provide the cohesion necessary in the day-to-day operations.

1030.1 Directors do not represent any fractional segment of the community comprising the District, but are, rather, a part of the body, which represents and acts for such community as a whole.

POLICY TITLE: **Attendance at Meetings**
POLICY NUMBER: **1040**

- 1040.0** Members of the Board of Directors shall attend all regular and special meetings of the Board.
- 1040.1** Any Board Member who misses Board meetings unexcused for the period of three consecutive months (except when prevented by sickness, excused or when absent from the state), shall be deemed to have abandoned his/her office.

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 1050

1050.0 Members of the Board of Directors shall receive compensation as follows:

At the Regular Board meeting in January of every even year or as soon thereafter as practical, the Board of Directors shall review and consider, as a standing agenda item, Board Member compensation to determine if any adjustments are appropriate.

Any adjustments to compensation shall be effective July 1 and shall comply with this policy as set forth below:

Increase in compensation for each Member of the District's Board of Directors shall be authorized by an ordinance adopted pursuant to Health & Safety Code section 13857 and Chapter 2 of Division 10 of the California Water Code (Wat. Code, section 20200 et seq.) or its successor statute(s).

Board Members may be compensated up to 10-days total during any calendar month, for each day's attendance at meetings of the board, or for each day's service otherwise rendered as a Board Member. Those activities that are compensable, including various meetings, are set forth herein, pursuant to these adopted Policies.

Compensable Board Member activities, including the meetings described herein, are necessary for the effective operation of the District. Specifically, this degree of Board Member engagement is necessary for the following non-exhaustive District matters, including but not limited to, the significant amount of real property at risk of fire hazard within the District's jurisdiction, the District's significant call volume for emergency medical services, and the large fleet of equipment and employees necessary to carry out the District's fire safety measures, for which the Board provides policy direction.

Annually, the Board will consider re-affirming the need for the various compensable meetings, and other services rendered by Board Members, set forth within this Section that are necessary for the successful operation of the District.

When necessary and approved by the Board, a day consisting solely of travel to attend a conference, seminar or other function on behalf of the District, will be interpreted as a day of service. **A travel day may consist of the day before and the day after the conference, seminar or other function of the District but limited to a total of 2 days of service per each occurrence.**

Only one per diem per day will be paid regardless of how many meetings are attended, with a cap on 10 total days of service or meetings per month that are compensable.

A Board Invoice shall be completed monthly by each Board Member and submitted to the Clerk of the Board by the payroll calendar due date for Board Invoices. Board Invoices shall be signed by individual Board Members confirming compliance with Section 1050.0. The President and Vice President shall review Board invoices quarterly to ensure compliance with this policy.

Board Members must provide brief reports (verbally or in writing) on meetings, conferences, seminars, training, education, and other events listed below and attended at the expense of the Fire District at the next regular Board Meeting.

Compensated Meetings, conferences, seminars, training and education shall include:

- A. Regular and Special Meetings of the Board of Directors.
- B. Regular and Special Meetings of any standing committee, ad hoc committee, liaison assignment and alternate assignment (when the assigned liaison is not able to attend), as appointed by the President or the Board.
- C. Meetings or official public events with local state, or federal legislators or their representative(s) for District business, or consultants/contractors retained by the District for official District business, with prior approval by the Board, or meetings as representatives of the Fire District Legislative Committee.
- D. Meetings with District Leadership Development consultant for consulting directly related to District business.
- E. Quarterly meetings with partner cities, community, special district or fire district association liaisons.
- F. Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts. Webinars as stated in Section 1100.6 are also included in this section. The following agencies, associations and/or providers are approved by this section:

ASBCSD - Association of San Bernardino County Special Districts

BB&K - Best, Best and Krieger

CALAFCO - California Local Agency Formation Commission

CFCA - California Fire Chiefs Associations

CFFJAC - California Fire Fighters Joint Apprenticeship Committee

CSDA - California Special Districts Association

CCFSC – Carbon Canyon Fire Safe Council

FDAC - Fire Districts Association of California

FEMA - Federal Emergency Management Association

EMI - Emergency Management Institute (Branch of FEMA)

NFA - National Fire Academy (Branch of FEMA)

FW - Firehouse World

IAFC - International Association of Fire Chiefs

LAFCO - Local Agency Formation Commission

LCW - Liebert, Cassidy and Whitmore

OES - Office of Emergency Services

SCAG - Southern California Association of Governments

SDLF - Special District Leadership Foundation

SDRMA - Special Districts Risk Management Association

Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts not listed will require approval by the Board prior to attendance.

G. Legally mandated training courses.

- H. President and Vice President monthly Regular Board Meeting Agenda review meetings with the Fire Chief, per Section 2020.1.
- I. Any other meeting, event, or activity related to District business or District interest where a Board Member is representing the District and approved in advance by the Board.
- J. With approval and assignment by the President or Board, any meetings to review documents as required by the Policy and Procedures of the Board of Directors.
- K. Individual Board Member meetings with the Fire Chief or his designee, limited to one meeting per month per Board Member. One additional meeting can be scheduled on an as needed basis as approved by the Board President. **The Board President and Vice President may have up to 4 compensable meetings per month as outlined in Board Policy 1060.7.**
- L. Attendance at meetings for District-related agencies or associations, such as FDAC or CSDA, where a Board Member has been appointed by the Board or elected by such agency/association following Board approval/nomination.
- M. Attendance at District sponsored or hosted events as outlined below in this Policy or as approved by the Board.
 - 1. District or Fire Foundation sponsored events, employee recognition events, retirements and promotional ceremonies.
 - 2. District Fire Prevention Week Open House.
 - 3. State of the Fire District.
 - 4. Fire District facilities grand openings, dedications and ceremonial events.
 - 5. Salute to Public Safety.
 - 6. Filming for District sponsored productions.
- N. Attendance at service club meetings where a Director is making a presentation related to District business (not political in nature) and not merely as a member of the service club.
- O. Meetings with Fire District legal counsel on District related business, per Board Policy.

- P. Community, local service group, partner agency, and intergovernmental sponsored events within the District related to District business or District interest in which the President or his designee makes a presentation on behalf of the Fire Board or officially representing the Fire District.
- Q. Annual State of the City, County and School District events within the boundaries of the Fire District.
- R. Fred L. Burns Committee Meetings for the Board Member assigned to Committee.
- S. Community Parades in which a Board Member is representing the Fire District in an official capacity to include Chino and Chino Hills Day at the Fair.
- T. Ad Hoc Committee meetings or individual assignments pertaining to Ad Hoc committee.

Directors will not receive compensation or expense reimbursement for any of the following:

- ~~a. Social or ceremonial events not pre-approved by the Board and as outline by this policy.~~
- ~~b. Non-profit organization events not pre-approved by the Board.~~
- c. District sponsored employee luncheons.
- d. Festivals, funerals, picnics, weddings or holiday events.
- e. Meetings of partisan or political organizations.
- f. Basic skills training such as basic computer training or writing courses.
- g. Re-taking training or certifications except to the extent such training/certifications are legally required to be re-taken (i.e., AB 1234 ethics training, Prevention of Sexual Harassment training, etc.)

1050.1 Benefits Policy.

Under state law (Health & Safety Code § 13968), members of the Board of Directors may receive the same benefits as employees, although no greater. For Board Members first elected or appointed after January 1, 1995, the allowance amount shall be limited to the maximum amount for

non-safety members as required by a change in state law. This allowance may be used to purchase "health and welfare benefits," as defined by Government Code Section 53200(d), as authorized by the District and as allowed by state and/or federal law.

The balance of any allowance shall not be paid in cash. Board Members electing health, or optical coverage must make these selections within 60-days of taking office; for dental coverage within 30-days of taking office; and for other permissible benefit options within 90-days of taking office. Any changes to these selections will be subject to the same open enrollment periods, waiting periods, and qualifying event limitations applicable to employees. There will be no retroactive benefit provision beyond the maximum 90-day selection period.

Any Board Member that fails to allocate the portion of allowance to Health Coverage shall forfeit the remaining allowance.

Board of Directors will not receive a pension based on their service on the Board as stated in State Law.

Board of Directors will not receive District paid health care benefits after their service on the Board has concluded as stated in State Law.

A list of Board Member benefits will be maintained by Human Resources and attached to this document by reference.

1050.2 Reimbursement Policy – Travel and Expenses.

Pursuant to applicable State and Federal law, including AB 1234, District Board Members will be reimbursed, or the District may directly pay, for expenses incurred to attend Board approved professional or vocational meetings, actual and necessary travel, and incidental expenses while on official Board authorized business. Such expenses include, but are not limited to, mileage, meals, actual costs and expenses of travel, lodging (while on District business) and educational seminars or conferences necessary to serve as a Board Member.

District Board Members will be reimbursed in accordance with the provisions of the District's Travel and Reimbursable Expense Policy with the following exceptions/additions:

- 1) Itemized receipts verifying appropriate claimed expenditures will be required, without exception;

2) Per diem for meals and meal allowances will not apply, and only reasonable and necessary meal expenses accompanied by a receipt will be reimbursed;

3) A full day of business for the purpose of lodging shall also include:

i) one additional day before the first day of the event and one additional day after the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event (including, travelling, pre-conference gatherings, checking in to hotel and/or the event, etc.); one additional day before and one additional day after the event the first day of the event if the event location is more than 50 miles from the District; and

ii) one additional day following the last day of the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event, or one additional day after the last day of the event if the event location is more than 50 miles from the District.

4) Requests for reimbursement for expenses associated with family members, spouses, etc. will not be considered by the Board;

5) Conference lodging arrangements will utilize published group discount rates whenever available (when published group rates are not available, expenses must be administered in accordance with IRS guidelines); and;

6) Airfare shall be of the coach level travel. All air travel ~~of 1,000 miles or less~~ may be at the refundable coach travel level. ~~All air travel over 1,000 miles shall be non-refundable ticketing.~~

7) Mileage reimbursement for Board travel shall be based on actual miles driven and total mileage reimbursement shall not exceed the applicable coach airfare amount as specified in 1050.2 (6) above.

8) Mileage reimbursement for Board travel to functions, meetings and/or other local events lasting one day or less may file for mileage monthly by submitting a mileage log identifying event, time and round trip mileage.

9) All other mileage reimbursement for events lasting two days or longer must be submitted on the District travel form. Mileage reimbursement may include round trip travel and any additional mileage acquired during the trip.

In addition to the specific requirements of this Policy and the District's Travel and Reimbursable Expense Policy, reimbursement to Board Members shall be governed by the over-arching principle that such reimbursements are made from the taxpayers' dollars. As such, Board Members shall refrain from any activity that seeks to "maximize" his/her reimbursement, including, but not limited to, obtaining extravagant or unnecessary meals. Notwithstanding any technical compliance with this Policy or the Travel and Reimbursable Expense Policy, the Board reserves the right to withhold or recoup any reimbursement that the Board determines to be not consistent with this over-arching principle.

In addition, Board Members must provide a brief written or verbal report at the next Regular Board meeting describing any seminars, workshops conferences or meetings for which reimbursements were made or for which the District paid. Such reports will be deemed made if supplied in the agenda packets distributed to the Board and requesting parties.

In order to be reimbursed, the Board Member shall present itemized receipts (or a record of mileage) to the Clerk of the Board on an expense report, provided by the District, on a monthly basis, and at no time more than 30 days after incurring the expense.

District Board Members will submit a District Travel and Expense Reimbursement Forms, no more than 30 days after incurring an expense, for all expenses incurred and paid for by the District even if there is no reimbursement due the District Board Member. This includes all pre-paid events by the Fire District and purchasing card expenses. Board Members need not submit a Travel and Reimbursement Statement for any events for which a stipend is requested or events where the District purchases a table for both staff and Board Members.

The Board President and/ Vice President shall also review Travel and Expense Reimbursement Forms quarterly to ensure compliance with Board Policies. It is recognized that periodically Board Members are requested to represent the Fire District at community assigned or approved meetings other than those listed in Section 1050.0. In these instances, the Board President may authorize Board Members attendance; however, expenses may only be reimbursed after ratification at the next regular Board meeting.

Any and all expenses that do not fall within the adopted reimbursement policy or IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense being incurred. Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive approval from the Board of Directors in a public meeting, shall not be eligible for reimbursement.

Individual Board Members will sign their Board Travel and Reimbursement Expense Forms to confirm compliance with Board Policy.

Any Board Member may file for mileage reimbursement for attending Board approved meetings as referenced in Section 1050.0 located out of the boundaries of the District, including mileage to and from the airport from the District or home, whichever is less. Board Members may file a monthly expense report to the District for reimbursement. The mileage reimbursement shall comply with the IRS rules for mileage. In accordance with the District's Travel and Reimbursable Expense Policy (E)(2)(d), documentation reflecting mileage with the most efficient route must be included as reference. The Travel and expense Reimbursement Form must be filed by the fifth day of the following month.

When Board members travel, it is recommended that travel arrangements be made as far out from the travel date as reasonable to maximize the opportunity to obtain the best fare.

Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

1050.3 Reimbursement for Technology and Related Expenses

Board Members may receive reimbursement for substantiated technology expenses or use of District owned devices in accordance with the District's Technology Use Policy. A Technology Allowance Election form must be submitted to commence the reimbursement process. Reimbursement may be retroactive to the 1st of the month in which the required substantiating documentation was submitted. From time to time, the Fire District will request substantiating documentation that must be submitted within 30 days of a written request to continue monthly reimbursement.

Board Members are discouraged from using personally owed devices for purposes such as making and receiving telephone calls, text messages or other electronic correspondence during public meetings for information concerning District business.

1050.4 Board Issued Equipment.

Board Members may be issued the following District equipment:

- A. Brush Jacket identified with Chino Valley Fire District lettering and name identification complying with District's specifications. This equipment is to be used for identification purposes only.
- B. White fire helmet with Director designation
- C. Wallet badge and wallet
- D. Identification card
- E. District credit or Purchasing Card
- F. Emergency Priority Phone Access Card
- G. Administration Access Key or FOB

Board Members are responsible for the care and security of District issued equipment, including replacing the equipment and/or reimbursing the District for the cost of any lost or damaged equipment. Upon termination and/or request of the President of the Board, a Board Member must return District issued equipment within seven (7) calendar days of the request. If the equipment is not returned within the seven-day period, if appropriate, the Fire Board is authorized to initiate appropriate action for recovery.

Administration Board Office Access Keys will be programmed to operate Monday through Friday between the hours of 7:00 a.m. to 8:00 p.m. Administration Building Office Access Keys will be programmed to operate during normal business hours Monday through Friday between 7:00 a.m. to 6:00 p.m. while the building alarm is off.

Fire District Electronic Equipment Use Policy, Social Media Use Policy and Purchasing Card Use Policy will apply to Board Members.

The District provided credit or purchasing card shall not be used for any personal expense, regardless of whether the Board Member ultimately reimburses the District for such expense.

The President and/or Vice President shall review purchasing card statement quarterly to ensure compliance with Board Policies.

Board Members, in good standing as determined by the Board of Directors in its discretion, retiring after eight consecutive years of service as a Board Member, may be issued a "Retired Director" badge and a "Retired Director" helmet shield plaque. The Board may, in its discretion, approve issuing these items for less than 8 years of service, with Board approval.

Board Members having served a 4 year term and in good standing as determined by the Board of Directors in its discretion, may be allowed to keep the District issued and personalized Brush Jacket and white fire helmet.

1050.5 Electronic Communications Accounts Use

Board Members shall comply with the Fire District's Electronic Communications Accounts Use Policy, which establishes guidelines for Board Members for use of electronic communications accounts for District Business.

1050.6 Board Members may use Fire District issued purchasing cards for qualifying expenses as outlined in the Policy and Procedures for Board of Directors or as approved by the Board. Board Members are to reconcile their monthly purchasing card statement and submit itemized receipts and approved statements to the Clerk of the Board for processing prior to submitting to accounts payable. Board Members shall submit all itemized purchasing card receipts to the Clerk of the Board within 15 days following the incurring of each expense.

POLICY TITLE: Board President
POLICY NUMBER: 1060

- 1060.0** The President of the Board of Directors shall serve as chair at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion or questions that follow said actions. The election of the Board President and Vice President are outlined in section 2010.5.
- 1060.1** In the absence of the President, the Vice President of the Board of Directors shall serve as chair over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chair of the meeting.
- 1060.2** Board Policy grants limited authority to the President to appoint Board Members to standing committees and liaison assignments, as set forth in Policy 1080. The Board President is also responsible, specified in Policy 2020.1, for coordinating individual Board Member requests for agenda items, including agenda items that may require staff work for the Fire Chief, District personnel or legal counsel.
- 1060.3** The President will be the primary Board contact with District Legal Counsel unless the Board directs otherwise or unless a matter involves the President, then the contact may be through the Vice President.
- 1060.43** It is the President's assigned responsibility to correspond with persons or organizations when it is appropriate to represent adopted District policy. Correspondence expressing a District position on legislative, political or policy issues shall require Board action. On occasion, support or opposition letters on legislative issues of direct concern to the Fire District may require timely submission. In certain circumstances, such as letters requested by CSDA, FDAC, CalChiefs or partner agencies on issues directly related to Fire District concern or where such a letter would be consistent with a previously taken policy position of the Board, the President of the Board shall have the authority to prepare correspondence expressing a Fire District position on legislative issues requiring timely submission and report to the Board at the next Board Meeting. Such correspondence shall receive high priority for timely preparation and distribution.
- 1060.4** It is the President's assigned responsibility to initiate, coordinate and schedule the annual Performance Evaluation of the Fire Chief. The President shall obtain all required Performance Evaluation forms and other necessary printed material to be distributed to the Board. The President shall call for a closed session of the Board for the

purpose of distributing the paperwork and discuss the process for the Fire Chief Performance Evaluation.

The President shall decide on the format and/or procedures of the evaluation. The President shall have the authority to have additional evaluations throughout his/her presidency if he/she deems appropriate.

The evaluations shall be closed session meetings and adhere to the Brown Act.

1060.5 It is the President's assigned responsibility to initiate, coordinate and schedule an annual Board workshop for team building and setting District goals.

The President shall decide on the format of the workshop length and content. The President shall have the authority to have additional workshops throughout his/her presidency.

The workshops shall be open meetings unless portions of the workshop demands closed session under the Brown Act.

1060.6 The President shall be authorized up to 2 days compensation for each evaluation and workshop preparation. The Vice President shall be entitled to the same compensation if assisting the President in said preparations. The President may hire the consultant and/or facilitator of his/her choice for the evaluations and workshop.

1060.7 The President shall be authorized up to 4 days compensation per month for meetings with the Fire Chief and/or District Personnel to conduct District business. The President shall not meet with District Personnel under this section without first discussing the reason for the meeting. The Vice President may be included and subject to the same compensation as set above if the President deems necessary.

1060.8 The President shall work in conjunction with the Fire Chief and the Assistant to the Fire Chief on the annual State of the Fire District.

1060.9 The President has the authority to approve additional Board Member compensated events such as Ad Hoc, Conferences, Seminars, Education, Training, Travel or other events not listed in Board Policy 1050.0. Such action shall be placed on the consent calendar of the next available Board meeting.

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 1070

- 1070.0** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be provided to Directors before meetings provided all Board Members receive the same information and do not attempt to discuss or develop a collective concurrence as to action to be taken prior to such meeting. Board Members shall comply with the Ralph M. Brown Act, California Government Code 54950 et seq.
- 1070.1** Written information that is exchanged before meetings shall be distributed through the Clerk of the Board and all Directors will receive all information being distributed.
- 1070.2** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 1070.3** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda in an orderly manner. All comments should be brief and confined to the matter being discussed by the Board. Board Members should not interrupt the Board President or other Board Members, while speaking.
- 1070.4** Directors may request that brief comments pertinent to an agenda item be included in the minutes; however, such requests may only be made at the meeting at which that particular item is discussed.

POLICY TITLE: **Committees of the Board of Directors, Community Liaison Assignments, AdHoc Committees and Boards of Joint Power Authorities**

POLICY NUMBER: **1080**

1080.0 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and the Board. Ad hoc committee appointments by the Board President should be announced by the Board of Directors at the next Board Meeting following appointment. The President should appoint a Chair, and the duties of the ad hoc committees shall be outlined at the time of appointment. The committee shall be considered dissolved when its final report has been made and reported to the Clerk of the Board for recording purposes.

1080.1 The Board President shall appoint and publicly announce appointments to Board standing committees, liaison assignments and Boards of JPAs for the ensuing year no later than the Board's first Regular Meeting in December with an effective date of January 1. A list of appointments should be made available at the Board Meeting prior to being announced. The role of the liaison is to attend meetings and represent the Board, gather information and concerns, develop contacts and relationships with local agencies within the Fire District, and report back to the Board in an effort to best serve the community.

Board Members are not to represent Board or Fire District positions without the prior approval of the Board. Board Members are not to express personal opinions or make personal comments when doing so could be construed as representing an official position of the Board (i.e., when representing the Fire District in any capacity or while wearing Fire District attire).

Board Members assigned as representatives or liaisons to other agencies must attend the meeting in person unless the meeting is occurring out of the District. In the event the meeting is out of the District, the meeting can be attended online by a Board Member only if the meeting is viewed live, and remote attendance is permitted pursuant to an executive order issued by the California Governor, or the agency's meetings are only provided online. Reviewing video of meetings after they have occurred is not permitted. The Board Member must attend the meeting until reasonably certain that there is no need to attend the entire meeting, meaning that there is nothing on the agenda that affects the District.

1080.2 The role of the Board's standing committees is to review policy issues pertaining to the committee's area of responsibility. Committee recommendations shall be referred to the full Board of Directors.

Committee Meetings shall be held as needed to fulfill their roles and responsibilities. The Board of Directors shall periodically review the functional application of such committees and evaluate the need to add, merge, or eliminate committees.

1080.3 The following shall be 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.

The Legislative Committee has the authority to sign letters of support or opposed to any legislation. Such action shall be placed on the consent calendar of the next available Board meeting.

1080.4 Community Liaisons

Community Liaisons may be appointed by the President to represent the District as needed in accordance with Section 1080.1. Standing liaison assignments include:

1. County of San Bernardino Meetings (one Board Member and one alternate)
2. City Mayor/Manager Quarterly Meetings (Board President and Vice President)
3. City of Chino (Two Board Members, one primary, one secondary)
4. City of Chino Hills (Two Board Members, one primary, one secondary)
5. Chino Valley Unified School District Board Meetings (one Board Member and one alternate)
6. Fire Safe Council Meetings (one Board Member and one alternate)
7. Citizen Advisory Committee Chino Institute for Men (one Board Member and one alternate)
8. Citizen Advisory Committee Chino Institute for Women (one Board Member and one alternate)
9. San Bernardino County Airport Commission (one Board Member and one alternate)
10. Fire Foundation (one Board Member and one alternate)
11. IEUA (One Board Member and one alternate)

A Board Member attending a community liaison assignment may give the District report, limited to public relations, to the governing body or group to which he/she is assigned. In the event that the primary liaison is unavailable to attend, then the secondary Board Member may give the District report. The primary and secondary Board Member may receive compensation for attendance as assigned. The alternate Board Member will receive compensation only when attending on behalf of the primary.

1080.5 Other Meetings

The Board President, Vice President and Fire Chief may meet as necessary with the Fire District's stakeholders (City of Chino, City of Chino Hills, San Bernardino County, and other legislators) to discuss matters of District concern. Board Members may attend such meeting as assigned by the Board President.

1080.6 Boards of Joint Power Authorities

Board Members may be appointed by the Board President to represent the Fire District in accordance with Section 1080.0 and 1080.1 on Boards of Joint Power Authorities with full voting authority on behalf of the Fire Board. The President shall appoint a primary and alternate member, when called for by the JPA governing documents. The appointed Board Members are expected to report to the full Fire District Board of Directors after attendance at every JPA Board Meeting, including any significant votes or discussions.

1080.7 **Board Members assigned to Liaisons to the Cities of Chino and Chino Hills, San Bernardino County Board of Supervisors, Chino Valley Unified School District, Inland Empire Utilities District and CONFIRE shall have the additional responsibility to meet with their respective assignments acting on behalf of the Board to discuss facilities, DIF's and other matters that directly affect the District.**

POLICY TITLE: CEREMONIAL CERTIFICATES AND PRESENTATIONS
POLICY NUMBER: 1085

1085.0 As a first responder governmental agency, the Fire District may be represented at community events by local area elected representatives such as a legislators, County Supervisor or City Council members as area representatives. However, at times, it may be appropriate for the Board Members or Fire Chief to present certificates directly representing the Fire District when the relevance is specific to the Fire District.

The President of the Board shall sign and present all Fire District ceremonial certificates presented at community events within the Fire District. The President may designate a Board Member to sign and/or present on his/her behalf if unavailable. At times, it may be appropriate for the Fire Chief to present the certificate on behalf of the President. The President will ensure that all certificates are in compliance with this policy as set forth below.

Fire District ceremonial certificates will be reserved for written or formal requests from governmental partner agencies within the District. A request for a certificate shall be relevant to the Fire District and representative of the Fire District's support for the recipient of the certificate as outlined in this policy.

Ceremonial certificates when formally requested by the recipient may be presented as follows:

- A. Civic celebrations within the Fire District; events in support of partner cities and legislators and non-profit organization with a direct relevance to the service provided by the Fire District and directly promoting the Fire District.
- B. Retirements for government officials within the Fire District and Fire Service Chief Officers.
- C. Heroism specifically related to the Fire District.
- D. Eagle Scout or similar significant Chino Valley community accomplishments or achievements as requested.
- E. Non-profit corporations specific to promoting and supporting the Fire District.

Requests for certificates of generic nature and/or not specific to the Fire District's role or support, or requests that are commercial or political in nature shall not be qualified for presentation without Board pre-approval at a Board Meeting. Certificates for governmental events or activities outside of the Fire District boundaries may be presented if a formal request is submitted by the requestor and the local event or activity demonstrates Fire District relevance and support of the receiving organization. Such presentations must obtain prior approval by the Board President and shall be announced at the next Regular Board Meeting during Board Comments.

POLICY TITLE: Membership in Associations
POLICY NUMBER: 1090

1090.0 The Board of Directors recognizes that individual Directors memberships and participation in certain associations, service clubs, and fraternal organizations may have inherent value to the District and therefore encourages such participation. Directors in good standing as determined by the Board of Directors may receive reimbursement of the direct and reasonable cost of said membership. Board Members are limited to no more than two such memberships paid for by the Fire District. Authorization for membership and participation shall be reviewed annually by the Board in January.

Individual Board memberships in other professional organizations must be approved by the Board annually.

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 1100

- 1100.0** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve Board Member performance and/or District operation. With prior approval from the Board of Directors or Board Policy and Procedures appropriate budgeted expenditures associated with these conferences and meetings can be reimbursed as outlined in Section 1050.2.
- 1100.1** It is the intent of the Board to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, mandated and educational courses, approved and required webinars or conference call meetings, participation with professional organizations, and attendance at local, state and national conferences as approved by the Board or the Board Policy and Procedures. It is the policy of the Board of Directors that Directors receive Board approval prior to attending these events, if not in the Board Policy and Procedure Manual, or incurring any expenses on behalf of the District. In the absence of time, the Board President may approve attendance for which the Board Member may be eligible for remuneration and/or reimbursement pursuant to Sections 1050.0 and 1050.2. Such remuneration and reimbursement will subsequently be presented to the entire Board for ratification.
- 1100.2** When Board Members are authorized by the Board to attend conferences and/or seminars, Board Members are responsible for confirming in writing (which may include an email), with the Clerk of the Board their intent to attend authorized conferences/seminars and this confirmation shall take place with sufficient time allowed to comply with registration deadlines and cancellation policies for the conference/seminar. The Clerk of the Board or designee is responsible for coordinating the necessary travel and lodging arrangements for Board Members. The Board Members may make some or all of his/her arrangements, however, the Board Member must coordinate his/her arrangements with the Clerk of the Board or his/her designee to specify what components of the travel will be handled by the Board Member. Board Members shall notify Clerk of the Board of any changes to original requests and/or reservations or registrations in writing (which may include email) to avoid any unnecessary cancellation or change fees. Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

- 1100.3** Expenses to the District for Board of Directors' training, education and conferences will be governed by Section 1050.2 of this policy document and the District's Travel and Reimbursable Expense Policy and should be kept to a minimum by:
- A. Utilizing published group discount lodging rates whenever available.
 - B. Directors traveling together whenever feasible and economically beneficial.
 - C. Requesting reservations sufficiently in advance, when possible, to obtain discounted rates.
- 1100.4** A Director shall not attend a conference, training event or liaison committee assignment for which there is an expense to the District if it occurs after the Director announced his or her pending resignation or unsuccessful reelection.
- 1100.5** Board Members are expected to complete the Special District Leadership Foundation (SDLF) Special District Leadership Academy, within ~~18~~12 months of becoming a Board Member, which has been identified as the core special district governance training in California and covers the essentials of good governance. It is also highly recommended that the FEMA sponsored Introduction to the Incident Command System (IS100) Course be completed within 18 months of becoming a Board Member. Board Members are also encouraged to complete any courses required by Fire District Board Members to maintain the California Special Districts (CSDA) District of Distinction Certification and the Fire District Transparency Certification.
- 1100.6** Members of the Board of Directors are encouraged to attend webinars that are Board related training and education. Any webinar taken by a Board Member that results in a stipend must provide a copy of webinar completion. Any non-certificated course is not eligible for a stipend. Webinars are limited to two (2) per month. The two (2) per month limit is in addition to any other required or mandated training as outlined in these policies. These webinars are limited to any Board level training offered by the California Special Districts Association (CSDA), Fire Districts Association of California (FDAC), Liebert, Cassidy and Whitmore (LCW) and Best, Best and Krieger (BB&K), Stipend pay is included in Section 1050.0.

POLICY TITLE: Board Member Safety
POLICY NUMBER: 1110

1110.00 Board Members Safety

The scene of a major emergency is often a chaotic and dangerous environment. If a Board Member determines that it is necessary for them to personally visit the scene it is requested that they make contact with the Fire Chief in advance of traveling to the incident. If the Fire Chief is unavailable the Board Member should contact the Back-Up Duty Chief or the Incident Commander prior to traveling to the scene. Making contact in advance of arriving at the scene will allow staff an opportunity to provide for the safety of the Board Member upon their arrival at the incident.

In these situations, Board Members should also be aware that our Command Staff will be focused on providing for the safety of the public and our personnel; with that in mind there may not be a staff member immediately available to brief them or escort them around the scene.

POLICY TITLE: Board Member Fire District Clothing Use
POLICY NUMBER: 1120

1120.00 Board Members District Clothing Use

Board Member approved clothing will be ordered through the Clerk of the Board. Clothing allowance will be approved by the Board through the annual budget process. Board Members may wear approved clothing only to events where Board Members are representing the Fire District and shall not be used for personal gain.

Upon leaving office, Board Members shall cease wearing clothing representing the Fire District and shall either return the clothing to the Fire District for appropriate disposal or dispose of all Fire District clothing in a manner in which the clothing cannot identified as Fire District clothing and used to represent the Fire District.

POLICY TITLE: Board Meetings
POLICY NUMBER: 2010

2010.0 Regular meetings of the Board of Directors shall be held on the *second Wednesday* of each month, with the open session beginning at 6:00 p.m. (closed sessions may begin at any posted time prior to or after the open session) at the Chino Valley Independent Fire District Headquarters Office located at 14011 City Center Drive, Chino Hills, California. The Board of Directors hereby reaffirms its commitment to complying with the Ralph M. Brown Act (California Government Code §54950 through §54963).

2010.1 Special Meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

- A. All Directors, the Fire Chief and desired staff shall be notified of the Special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered personally, by mail, facsimile, electronically or otherwise at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed for any Director, who at or prior to the time the meeting convenes, files with the Clerk of the Board a written waiver of notice, or for any Director who is actually present at the meeting when it convenes.
- B. Newspapers of general circulation in the District, radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified in writing, delivered personally, by mail, facsimile, electronically or otherwise, and shall be received at least 24 hours before the time of the meeting as specified in the notice.
- C. An agenda shall be prepared as specified for Regular Board meetings in Policy #2020 and shall be delivered with the notice of the Special Meeting to those specified above.
- D. Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.
- E. The Board shall not call a special meeting to discuss or act on the salary, salary schedule, or compensation paid in the form of fringe benefits for the any of the following positions, including anyone acting in any such capacity, at the District: the Fire Chief, any Deputy Chief, the Finance Manager, and the Human Resources Manager. Any such discussion or action shall occur at a regular meeting of the Board. However, this subdivision does not apply to the Board calling a special meeting to discuss the District's budget.

2010.2 Special Meetings (emergency)

A. Regular Emergency

An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement for special meetings, or both. However, each person, local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to the Brown Act and Policy #2010.1 shall be notified by the President of the Board of Directors, or his or her designee, one hour prior to the emergency meeting.

B. Dire Emergency

A dire emergency means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the Board of Directors. In the case of a dire emergency, at or near the time that the President of the Board of Directors or his or her designee notifies the members of the Board of Directors of the emergency meeting, notice of the dire emergency special meeting shall be given by telephone and all telephone numbers provided in the most recent request of a person, newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this policy section 2010.2 shall be deemed waived, and the Board of Directors, or any designee of the Board of Directors, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

2010.3 During a meeting held pursuant to policy #2010.2, the Board of Directors may meet in closed session pursuant to the Brown Act (Gov. Code, § 54957, subd. (a).) (i.e. with the Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public

services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities) if agreed to by a two-thirds vote of the members of the Board of Directors that are present, or, if less than two-thirds of the members are present, by a unanimous vote of the Board of Directors present.

All special meeting requirements, as prescribed in the Brown Act (Gov. Code, § 54956 and these policies shall be applicable to a meeting called pursuant to policy #2010.2, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this Policy #2020.2, a list of persons whom the President of the Board of Directors, or designee of the Board of Directors, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after any emergency or dire emergency meeting as possible.

2010.4 Adjourned Meetings.

The Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Clerk of the Board may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in section 2010.1.B. above. If less than a quorum is present, those present may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

2010.5 Election of Board Officers; Organizational Meetings.

Subject to the other provisions of this Section and to state law, the Board of Directors shall elect a President and Vice President at its first regular meeting in November. The election of the President and Vice President is made by the Board and shall become effective on December 1 of that year. The Board may, in its discretion, choose to forego such election of its President and Vice President at the first such November meeting in years where there is a general district election or unopposed election, triggering a separate election of the Board's President and Vice President at a different meeting of the Board, as set forth immediately below.

In accordance with Health and Safety Code section 13853, within 60 days after each general district election or unopposed election to the Board, the Board shall meet and elect its President and Vice President. New Board Members who have won such election but have not yet assumed their position on the Board may be elected to be the Board President or Vice President, but such election shall not become effective until the later of when new Member assumes office or the first day of the calendar month following the Board Member's election as President or Vice President. Such election, pursuant to this paragraph, of any Board Member other than a newly elected Board Member shall become effective on the first day of the calendar month following such election to be President or Vice President.

The procedure for the Board's election of its President and Vice President is as follows:

- A. Nominations may be made from the Board. When a nomination is made, no second is required.
- B. No one can nominate more than one person for a given office until every member who desires has an opportunity to nominate a person.
- C. The current President will call for the nominations by saying, "Nominations are now in order for the office of President, etc."
- D. Member should say, "I nominate Director?" Current President should say, "Director? is nominated. Are there any further nominations for the office of President etc.?" (Pause) "If not, nominations are closed."
- E. For office for which no candidate has a majority, the current President announces "No Election".
- F. Voting Procedure is a Voice Vote.

2010.6 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

2010.7 The President and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate in compliance with the Brown Act's requirements for agendas and accessibility for attendees.

2010.8 Teleconferencing. Teleconferencing connects Board Members by electronic means, through either audio or video or both. The Board of Directors may teleconference as authorized by the Brown Act, (Gov. Code,

§ 54953.) for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Directors.

- A. All votes taken during a teleconference meeting shall be by roll call.
- B. Agendas shall be posted at all teleconference locations and all teleconferencing locations shall be identified in the agenda.
- C. All teleconferencing locations must be accessible to the public and provide the public an opportunity to address the Board.
- D. During the teleconference, at least a quorum of the Board shall participate from locations within the boundaries of the District.

POLICY TITLE: Swearing-in of Newly Appointed or Elected Board Members
POLICY NUMBER: 2015

2015.0 Swearing-in of Newly Appointed or Elected Board Members

The Clerk of the Board will perform the official oath of office for newly appointed or Elected (including re-elected) Board Members as soon as practical following official notice from the Registrar of Voter Office confirming the final ballot count. A ceremonial swearing-in will take place at the next Board Meeting by a Judge, ~~or the~~ Clerk of the Board, or individual designated by the official being sworn in.

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 2020

2020.1 The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors.

The President, Vice President and the Fire Chief shall discuss proposed agenda prior to the posting of any agenda. It is the President's responsibility for final approval of the agenda.

For any regular meetings or special meetings, where there is no legal conflict, any Board Member may request that an item directly related to District Business be placed on the agenda by channeling his/her request through the Board President or Fire Chief. If channeled through the Fire Chief, the Fire Chief will promptly notify the Board President of the request. Such requests shall be made no later than 5:00 p.m. fifteen (15) days prior to the regular Fire Board meeting or Special Fire Board meeting. All requests from Board Members for agenda items must be submitted on a District form and shall clearly define the District specific purpose, presenter, and justification for placing the item on the agenda. The President shall decide whether an item requested by an individual Board Member shall be placed on a future agenda. Any request not approved by the President shall be placed on a future agenda on the consent calendar informing the full Board of the President's determination. If the item is pulled for discussion, the merits of the proposed agenda item shall not be discussed, but instead, only the determination of placing the proposed agenda item on a future agenda. If a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda.

A Board Member may place an item related to District Business on the next agenda at any Regular Board Meeting with President (or Board) approval, as outlined above.

Issues not related directly to Fire District concern or of a controversial or sensitive nature, should always first be placed on the Board agenda for discussion by the Board of Directors.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- A. The request must be in writing and be submitted to the Board President or Clerk of the Board, with supporting documents and information, if any, by 5 p.m. on the Wednesday fifteen (15) days prior to the Board meeting.
- B. The Board President, upon consultation with appropriate parties, will determine whether the public request is or is not a "matter directly related to District business" and whether the matter warrants placement on a future agenda. Any request not approved by the President shall be placed on a future agenda under consent calendar informing the full Board of the President's determination. The items may be pulled for discussion and if a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda

2020.2 Consent Calendar. Items of a routine nature and non-controversial nature shall be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Any Board Member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

No matter, which is legally a proper subject for consideration by the Board in closed session, will be included in the consent calendar.

2020.3 Public Comments. Any person may address the Board at any regular meeting on any item of interest to the public that is within the subject matter of the Board of Directors during the Public Comments portion of the meeting. Any person may address the Board at any special meeting on any item that has been described in the notice for the special meeting. Each person desiring to speak shall be limited to ~~five (5)~~three (3) minutes, unless extended by the President. Such ~~five (5)~~three (3) minute time period shall be extended to ~~ten (10)~~six (6) minutes for any member of the public who utilizes a translator, to ensure that non-English speakers receive the same opportunity to directly address the Board, unless the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously.

In the event such an extension is given to one person a similar extension shall be provided to all others wishing to speak. Any public comments on items listed on the agenda should be addressed at the time the agenda item is up for consideration. For any matter that, in the opinion of a majority of the Directors present and qualified to act, a large number of requests to

speakers have been presented, the President may require those persons with similar interests to appoint one spokesperson in order to preserve the timely and orderly conduct of the meeting or limit each speaker's time.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda and that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

- 2020.4** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.
- 2020.5** Except for emergency or dire emergency situations, the agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location. In emergency or dire emergency situations, the notice requirements of Policy #2010.2 shall be followed.
- 2020.6** A Closed Session at a regular Board Meeting may be scheduled to commence several hours prior to the Regular Board Meeting.

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 2030

2030.0 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order Revised shall also be used as a general guideline for meeting protocol unless provided for otherwise in these Policies. District policies shall prevail whenever they are in conflict with Robert's Rules of Order Revised. Each Board Member will have (5) five minutes to speak during Board Comments portion of the agenda and five (5) minutes during the Board Comments section of each specific agenda item, unless an extension is granted by the Board President in the President's sole discretion. Any such time extension should be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.

Board members are not permitted to leave the dais at any time during the meeting. If a Board Member wishes to leave the dais, He/she must ask permission from the Board President for a short recess. The Board President shall grant a short recess for a minimum of five (5) minutes.

2030.1 All Board meetings shall commence ~~at the no earlier than the~~ time stated on the agenda ~~and shall be guided by same.~~

2030.2 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and, receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- B. Permit any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject of interest to the public that lies within the jurisdiction of the Board of Directors.

- 1. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Board finds that there is in fact willful disruption of any meeting of the Board so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the room cleared and subsequently conduct the Board's

business. In such an event, only matters appearing on the agenda may be considered in such a session.

After clearing the room, the Board may permit those persons who, in its opinion, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media, whom the Board finds not to have participated in the disruption, shall be admitted to stay for the remainder of the meeting.

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 2040

2040.0 Actions by the Board of Directors include but are not limited to the following: adopting or rejecting any item on the agenda.

- A. Adoption or rejection of regulations or policies;
- B. Adoption or rejection of a resolution;
- C. Adoption or rejection of an ordinance;
- D. Adoption or rejection of the annual budget;
- E. Approval or rejection of any contract, expenditure or proposal as required within the District's purchasing/acquisition policy or for those contracts, expenditures or proposals which exceed the ~~\$25,000~~\$100,000 authority extended to the Fire Chief;
- F. Approval or rejection of any proposal that changes the number and/or classification of authorized personnel unless such authority has been provided otherwise pursuant to any applicable MOU, Personnel Rules, or other employment agreement.
- G. Approval or disapproval of non-routine matters, which require or may require the District or its employees to take on-going action and/or provide substantially different or additional services;
- H. Approval or rejection of warrants for payment;
- I. Approval or rejection of the monthly financial report including collections received and deposited and sales of District property.

2040.1 Except where otherwise specifically required by law, action can only be taken by the recorded vote of the majority of the total members of Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote or other is required by policy or other law).

2040.2 A member abstaining in a vote is considered absent for that vote; otherwise, the member is not considered absent.

Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

2040.3 Remedies for Violations of Law or Policy.

1. **Referral to Outside Agency.** In the event the Board becomes aware of a violation of any federal, state or local law by a Board Member, the Board may, in addition to any other remedies available, refer such matter to the appropriate federal, state or local authorities for civil and/or criminal investigation (where applicable).
2. **Censure.** In addition to the remedies provided above, in the event that any federal, state or local law, or any District or Board Policy is violated, whether maliciously, willfully, intentionally or negligently, the Board may, in addition to any other remedies available, censure the violating Board Member, revoke Board Member privileges such as stipends, travel reimbursements, training reimbursements, health and welfare benefits, and committee or liaison appointments, refer the matter to the appropriate authorities for civil and/or criminal investigation (where applicable), seek judicial relief, or any combination of such remedies. Prior to censuring a Board Member, the District shall provide written notice to the Board Member proposed to be censured, informing that Board Member of the basis for such proposed censure. At the Board meeting at which the proposed censure is considered, the Board Member who is subject to censure shall be provided an opportunity to address the proposed censure.

2040.4 The naming or renaming of all District facilities shall be determined by a majority vote of the Board.

2040.5 Prior to taking final action, the Board of Directors shall verbally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a District executive during the open meeting in which the final action is to be taken.

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 2050

- 2050.0** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- A. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
 - B. The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 2060

2060.0 The Clerk of the Board of the Board of Directors or Acting Clerk of the Board shall keep minutes of all regular and special meetings and standing committees of the Board.

- A. Copies of Regular and Special Board minutes shall be made for distribution to Directors with the agenda at a regular Board meeting or Special Meeting.
- B. The official typed minutes of the regular and special meetings and standing committees of the Board shall be kept in fire-resistant locked cabinets or fire resistant locked safe or a trusted electronic system.

2060.1 A video ~~and/or audio~~-recording may shall be made of each open meeting of the Board of Directors. The video shall be posted on the Districts website within 48 hours after the meeting is concluded.

- A. The official records of the meetings are the approved typed minutes. Videos of the meetings shall serve as a backup to the typed minutes and used if a dispute or more clarification of the typed minutes are necessary.
- B. If a recording is to be made during closed session, the President will announce the fact that a recording is being made at the beginning of the closed session meeting, and the recording device shall be placed in plain view of all present, so far as is possible.
- C. Recordings made during closed sessions of the Board are deemed confidential and not a public record.
- D. The video and audio recordings, discs or other electronic data/information storage devices shall be kept in a trusted electronic system for at least thirty days (30) after each meeting of the Board of Directors or as specified in the Fire District's retention schedule and until the minutes are approved, whichever comes first.

2060.2 Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous. The Board President or Clerk shall publicly report any action taken and the vote or abstention on that action of each member present for the action. This report may be made by the President, or the Clerk of the Board, or their designee. For actions that are taken unanimously, the public report may simply reference the fact that the action was taken unanimously.

All resolutions and ordinances adopted by the Board shall be presented in complete context and numbered consecutively starting new at the beginning of each calendar year. Original resolutions and ordinances shall be kept in fire-resistant locked cabinets or in a fire-resistant locked safe.

2060.3 The minutes of Board meetings shall reflect the following:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
6. Adjournment of the meeting;
7. Approval or amended approval of the minutes of preceding regular and special meetings;
8. Complete information describing each item presented for the Board's deliberation and or action;
9. All actions taken by the Board, including action taken pursuant to Section 2040 and including a summary of the discussion on such action and the roll call record of the vote on a motion if not unanimous;
10. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
11. A record of all important correspondence;
12. A record of the Fire Chief's report to the Board;
13. Visitors and delegations appearing before the Board.

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 2070

2070.0 Maintenance of Order.

The President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the President and all questions and remarks shall be addressed to the President.

2070.1 Points of Order.

The President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the President be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

2070.2 Decorum and Order - Board Members.

Any Board Member desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the matter under debate.

- A. A Board Member desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself/herself or to designate some member of his/her staff for that purpose.
- B. A Board Member or member of the public, once recognized, shall not be interrupted while speaking, unless called to order by the President, unless a Point of Order is raised by another Board Member, or unless the speaker chooses to yield to questions from another Board Member. Board Members will have a total of (5) five minutes to speak on each agenda item, unless an extension is granted by the Board President, in the president's sole discretion. Any time extension shall be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.
- C. Any Board Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order or out of compliance with this policy, he/she shall remain silent or shall alter his/her remarks so as

to comply with rules of the Board. In the event a Board Member refuses to alter his/her remarks so as to comply with the Rules of the Board, the President shall be authorized to call a recess of the meeting.

- D. Board Members shall at all times conduct themselves with the utmost courtesy to each other, to staff and to members of the audience present at Board meetings and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- E. The Board President is the legislative officer who is responsible for seeing that decorum and order is maintained during the order of business.
- F. Any Board Member may move to require the President to enforce rules and the affirmative vote of a majority of the Board shall require him/her to so act.

2070.3 Decorum and Order - Employees.

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

2070.4 Conflict of Interest.

All Board Members are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board Member shall identify the interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required, recuse himself or herself from discussing and voting on the matter, and (unless the matter has been placed on a portion of the agenda reserved for uncontested matters) shall leave the Board Chambers until after the discussion, vote, and any other disposition of the matter is concluded. However, the Board Member may speak on the issue during the time that the general public speaks on the issue. In addition to legal conflicts of interest, Board members should be cognizant of the perception of conflicts of interest. For example, when a Board member is involved in activities outside of his/her official District duties (i.e., attending a public meeting of another agency in his/her private capacity, interacting with other agencies/parties as part of his/her private job duties), that Board member should make it clear to the parties involved that the Board member is acting in his/her private capacity, and not as a District Board member.

2070.5 Limitation of Debate.

No Board Member should speak more than once upon any one subject until every other Board Member choosing to speak thereon has spoken. No member shall speak for a longer time than five minutes each time he/she has the floor, without the approval of a majority vote of the Board.

2070.6 Dissents, Protests, and Comments.

Any Member shall have the right to express dissent from or protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment, is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following "reasons."

2070.7 Rulings of President Final Unless Overruled.

In presiding over meetings, the President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Members present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

2070.8 Actions Not Invalidated.

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

2070.9 Actions.

The Board may act only by ordinance, resolution or motion. For Example, Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

2070.10 Processing of Motions.

When a motion is made and seconded, it shall be stated by the President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

2070.11 Motions out of Order:

The President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

2070.12 Division of Question:

If the question contains two or more dividable propositions, the President may, and upon request of a Member shall, divide the same.

2070.13 Precedence of Motions:

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- a. Adjourn
- b. Fix hour of adjournment
- c. Table
- d. Limit or terminate discussion
- e. Substitute
- f. Reconsider
- g. Amend
- h. Postpone

2070.14 Motion to Adjourn: (Not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion.
- b. When made as an interruption of a Member
- c. When discussion has been ended, and vote on motion is pending, and
- d. When a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

2070.15 Motion to Fix Hour of Adjournment. (Not debatable)

Such a motion shall be to set a definite time at which to adjourn is not debatable and shall not be amended except by unanimous vote.

2070.16 Motion to Table. (Not debatable)

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

2070.17 Motion to Limit or Terminate Discussion. (Not debatable)

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

2070.18 Motion to Amend. (Debatable)

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

2070.19 Motion to Continue. (Debatable)

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

2070.20 Reconsideration. (Debatable)

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Board.

2070.21 Voting Procedure.

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the President voting last. The Clerk of the Board shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye,' 'no' or 'abstain.' Any Board Member not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

2070.22 Tie Votes.

Tie votes shall be considered a no vote or denial.

POLICY TITLE: Procedure for Adopting a Resolution
POLICY NUMBER: 2080

2080.0 Resolutions Prepared in Advance.

Where a resolution has been prepared in advance, the procedure shall be: Motion, second, discussion, vote pursuant to the methods set out for motions, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.

POLICY TITLE: Procedure for Adopting an Ordinance
POLICY NUMBER: 2090

2090.0 Ordinances of the District are generally adopted pursuant to Government Code section 25120 et seq., which governs the adoption of ordinances by counties. Place the ordinance on agenda for regular meeting by title and brief description of content (an exception is an urgency ordinance which may be adopted at a regular or special meeting).

I. Discussion.

- A. Form. The enacting clause of an ordinance must be, "The Board of Directors of the Chino Valley Independent Fire District ordains as follows." Every ordinance must be signed by the President of the Board of Directors and attested by the Clerk of the Board.

II. First Reading/Introduce the Ordinance.

- A. Read title and then make a motion to waive further reading of entire ordinance and read by title only. The motion to waive further reading must be carried by a majority vote.
- B. Reading of title by the Clerk of the Board.
- C. Motion to introduce

Moved by:
Seconded:
Carried by:

III. Adoption/Second Reading.

Ordinances cannot be passed within five days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed immediately upon introduction and either at a regular or special meeting. This limitation does not apply to ordinances that by statute can be passed only after notice and a public hearing.

- A. Clerk of the Board to read title.
- B. Make motion to waive reading of entire ordinance. (see above) Motion to adopt Ordinance No. ____ to be read by title and number only.

Moved by:
Seconded:
Carried by:

- C. Clerk of the Board to read by title and number only.
- D. State: Following the thirty-day waiting period, Ordinance No. ____ will become effective.
- E. On the passage of all ordinances the votes of the several members of the Board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book.
- F. When ordinances (other than urgency ordinances) are altered after introduction/first reading, they can be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this requirement. This requirement does not apply to ordinances that by statute can be passed only after notice and a public hearing.

IV. Publication.

Publication of ordinances may occur in any of the following three manners:

- A. Full Publication. The ordinance must be published within fifteen (15) calendar days of adoption. The ordinance is published once in full in the newspaper of general circulation within the District. If there is no newspaper published in the District, the ordinance shall be posted in a prominent location at the Board of Directors' chambers within the 15-day period and remain posted thereafter for at least one week. Except for maps, any exhibit attached to and incorporated by reference in an ordinance need not be published in its entirety if the publication lists all those exhibits by title or description and includes a notation that a complete copy of each exhibit is on file with the Clerk of the Board and is available for public inspection and copying in that office in accordance with the California Public Records Act. A certificate of the Clerk of the

Board or order entered in the minutes of the Board that the ordinance has been duly published or posted is prima facie proof of the publication or posting.

- B. For summary publication: Publish both before and after adoption. The summary of the proposed ordinance must be prepared by the Fire Chief or his or her designee, published, and a certified copy of the full text of the proposed ordinance must be either posted in the District's office or on the District's website at least five (5) days before the meeting where the ordinance will be adopted. The summary is published again within fifteen (15) days after adoption and a certified copy of the full text of the ordinance must be either posted in the District's office or on the District's website with both the summary and the certified copy containing the names of those Board Members voting and their votes or abstentions.
- C. If the Fire Chief or his/her designee determines that it is not feasible to prepare a fair and adequate summary of the ordinance, and if the Board so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the District must be published at least five days prior to the Board meeting at which the proposed ordinance is to be adopted. Within 15 days after adoption of the ordinance, a display advertisement of at least one quarter of a page must also be published. The advertisement must indicate the general nature of, and provide information about, the ordinance, including information sufficient to enable the public to obtain copies of the complete text of the ordinance, and the names of those Board members voting for and against the ordinance.
- D. If the Fire Chief fails to publish an ordinance within 15 days after the date of adoption, the ordinance shall not take effect until 30 days after the date of publication.
- E. Effective Date.
All ordinances shall become effective 30 days from the date of final passage, except the following ordinances, which shall take effect immediately.
 - (a) Those calling or otherwise relating to an election.
 - (b) Those specifically required by this code or by any other law to take immediate effect.
 - (c) Those fixing the amount of money to be raised by taxation, or the rate of taxes to be levied.
 - (d) Those for the immediate preservation of the public peace, health, or safety, which shall contain a

- declaration of the facts constituting the urgency and shall be passed by a four-fifths vote of the Board.
- (e) Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization.
 - (f) Those relating to salaries and other compensation of officers, other than elected officers, and employees.

Certain ordinances and resolutions require special notice and/or hearing requirements. Some of these include:

- Ordinances increasing Board Member compensation pursuant to Health and Safety Code section 13857/ Wat. Code, § 20200 et seq.
- Ordinances adopting a fire prevention code by reference pursuant to Government Code section 50022;
- Resolutions concerning the abatement of hazardous weeds and rubbish pursuant to Health and Safety Code section 14875; and
- Ordinances adopting or amending fees to cover the cost of any service which the district provides pursuant to Health and Safety Code section 13916.

Resolutions generally do not require first and second readings and can be adopted to be effective immediately.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: UPDATE REGARDING TELECONFERENCING UNDER AB 361 AND AB
2449**

PURPOSE:

Purpose is for the Board of Directors to receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.

BACKGROUND:

Brown Act Teleconferencing

The Brown Act first allowed local public agency meetings to be conducted via teleconference in 1988. At the time, San Diego County was considering the use of teleconferencing for meetings and hearings of the board of supervisors due to concerns about the long distances that some of their constituents were having to travel to participate in board meetings. They were especially concerned that these distances were so great that they prohibited some people from attending meetings at all. Assembly Bill (“AB”) 3191 (Frazee), Chapter 399, Statutes of 1988, responded to these concerns by authorizing the legislative body of a local agency to use teleconferencing. Since that time, a number of bills have made modifications to that original authorization.

Prior to the COVID-19 pandemic, the Brown Act’s teleconferencing rules included the following:

1. The agenda must be posted at all teleconferenced locations.
2. Each teleconference location must be accessible to the public.
3. At least a quorum of the legislative body members must participate from within the boundaries of the jurisdiction, except as otherwise allowed by the Brown Act.
4. All votes taken must be by roll call.
5. Teleconferenced meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body.

6. Notice of the meeting must be given, and agendas must be posted as otherwise required by the Brown Act. I.e., physical internet posting for regular meetings, plus personal delivery for special meetings.
7. Each teleconferenced location must be identified in the notice and agenda.
8. Members of the public must be provided an opportunity to address the legislative body directly at each teleconferenced location.

For obvious reasons, the first three (3) of these requirements proved unworkable during a health pandemic caused by a transmissible virus. As a result, the Brown Act's teleconferencing requirements were relaxed, first by the Governor's Executive Order, and later by the Legislature's adoption of AB 361.

COVID Pandemic Teleconferencing (AB 361)

In 2021, in response to the COVID-19 pandemic, the California Legislature adopted AB 361 to ease certain requirements for holding teleconferenced meetings under the Brown Act during emergencies. Specifically, AB 361 removed the first three (3) requirements listed above (posting agenda at all locations, making all locations accessible to the public, and requiring a quorum of the body to be within the jurisdiction). All of the other requirements, plus a few more, remained.

Although AB 361 remains a law through January 1, 2024, Governor Newsom has announced that the declared statewide COVID-19 State of Emergency will end on February 28, 2023. If the COVID-19 State of Emergency ends on February 28, 2023, local agencies may only be able to continue using AB 361 for teleconference meetings if both:

1. state or local officials continue to impose or recommend measures to promote social distancing; and
2. the legislative body has continued to make the required 30-day renewal findings and continues to do so.

DISCUSSION:

Post-Pandemic Teleconferencing

As local agencies saw the effects of the COVID-19 pandemic waning, some local agencies sought the Legislature's assistance in extending the use of the more flexible teleconferencing provisions. What resulted was AB 2449, discussed below.

AB 2449 provides a new teleconferencing option that can be used when a member of the legislative body has to attend a meeting remotely due to an emergency or other reasons supported by "just cause."

Under these new rules, a legislative body may hold a hybrid (partial teleconference, partial in-person) meeting without having to comply with the standard Brown Act teleconference rules under certain circumstances. These circumstances are:

- **Just Cause.** One or more members of the legislative body (but less than a quorum) have *notified* the body at the earliest opportunity of their need to participate remotely for just cause. Just cause is restricted to:
 1. childcare or caregiving need for a child, parent, grandparent, grandchild, sibling,

- spouse, or domestic partner that requires remote participation;
2. contagious illness that prevents in-person attendance;
 3. physical or mental disability need; or
 4. travel while on official business of the agency or another state or local agency.

The legislative body member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the meeting.

- **Emergency Circumstance.** One or more members of the legislative body (but less than a quorum) experience an emergency circumstance, which is defined as a physical or family medical emergency that prevents in-person attendance, and request[1] to participate remotely. As part of their request, the member must provide a general description of the circumstances relating to their need to appear remotely; however, they are not required to disclose a medical diagnosis, disability or other confidential medical information. The legislative body must then take action on each member's request. The member must make their request to participate remotely as soon as possible, and must make a separate request for each meeting in which they seek to participate remotely. If the request does not allow sufficient time to be placed on the posted agenda for the meeting for which the request is made, the legislative body may take action on it at the beginning of the meeting.

There are limitations on the number of times a member may use AB 2449 to participate remotely. Specifically, a member may not participate remotely for "just cause" for more than two meetings in a calendar year and, in general, may not use AB 2449 to participate remotely for more than three consecutive months or 20 percent of the regular meetings for the District within a calendar year (or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year).

This means that District staff would need to keep track of which meetings were attended remotely by which Boardmembers throughout the year.

In addition to the limitation listed above, in order for the District to use teleconferencing under AB 2449, the meeting format and agendas must comply with the following:

- A quorum of the legislative body must meet in-person at a single, physical location within the District's boundaries
- The District must use either a two-way audio-visual system or a two-way phone service with live webcasting.
- The agenda must identify a call-in or internet-based access option for the public, along with the in-person meeting location.
- If a disruption to the online meeting occurs, the legislative body may take no further action on agenda items until public access is restored.
- The public must be able to provide comments in real-time. Public comments may not be required to be submitted in advance.
- All votes must be taken by roll call.

In addition, legislative body members participating remotely under AB 2449 must comply with the following requirements during the meeting:

- Before any action is taken, the member(s) must disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
- The member(s) must participate through both audio and visual technology.

AB 2449 presents a host of administrative issues for local public agencies, and each local public agency will want to decide whether, and to what extent, it wishes to take advantage of AB 2449's provisions. According to the legislative history of AB 2449, the bill "does not require teleconferencing". (Assembly Floor Analysis, A.B. 2449, (Aug. 24, 2022).)

Once the COVID-19 State of Emergency is ended by the Governor, some local agencies currently conducting meetings under the provisions of AB 361 may return to holding fully in-person public meetings. Others may begin holding meetings using the newly adopted AB 2449 (discussed below). Still others may return to in-person meetings, but opting to use the traditional Brown Act teleconference rules that existed before COVID (and which continue to exist as part of the Brown Act).

In lieu of AB 2449 teleconferencing, the District may rely on the traditional (1988-era) teleconferencing rules that applied pre-COVID. Those rules remain an available option: teleconference locations must be identified in the agenda, copies of the agenda must be posted at all teleconference locations, and teleconference locations must be open to the public, and at least a quorum of the members of the legislative body who are participating remotely must do so from locations within the District's jurisdiction.

Alternatively, the Board could authorize the use of AB 2449 teleconferencing by some of the District's legislative bodies, such as committees, but not others (i.e., the Board).

Finally, the teleconferencing rules discussed above apply only to situations where one or more Boardmembers are teleconferencing in to a meeting. The Board could, if it wishes, authorize teleconferencing by other parties, such as District staff, consultants, the public, or those with items on the agenda (i.e., vendors, etc.), without having to comply with the requirements discussed above.

[1] Note the distinction between "just cause" use of teleconferencing, which does not appear to require legislative body approval for each use, whereas "emergency" use of teleconferencing does require legislative body approval for each distinct use by a Boardmember.

RECOMMENDATION:

It is recommended that the Board of Directors receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.