

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Regular Meeting of the Board of Directors*

*Wednesday, December 13, 2023*

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

**ROLL CALL**

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

Absent: None.

Also present: Fire Chief Dave Williams, Deputy Chief Jeremy Ault, Deputy Chief Carlos Skibar, Acting Deputy Chief Dean Smith, Legal Counsel Isaac Rosen, Clerk of the Board Angela Robles, Finance Director Mark Shaker, and Human Resources Director Anthony Arroyo.

**FLAG SALUTE**

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

**INVOCATION**

Keith Roby, Fire District Chaplain led the invocation.

**CHANGES TO THE AGENDA**

Clerk of the Board Robles reported that Retired Captain Pete Morales was not able to attend the December Board Meeting, as a result the presentation will be rescheduled for a future meeting.

**PRESENTATIONS / ANNOUNCEMENTS**

**Recognition of Outgoing Board President John DeMonaco**

President Luth recognized and congratulated Director DeMonaco for his term as 2023 Board President.

### **New Chaplain Introduction**

President Luth accompanied by Fire Chief Williams introduced and welcomed Joey Padilla, Chaplain to the Chino Valley Fire District.

### **Employee Promotion**

President Luth accompanied by Chief Williams recognized Captain Brett Underwood for his promotion with the Chino Valley Fire District.

Acting Deputy Chief Dean Smith pinned Captain Underwood with his Captain's Badge.

### **Employee Service Year Awards**

#### **5 Years of Service**

President Luth accompanied by Fire Chief Williams recognized and congratulated Fire inspector Tori Jung for 5 years of service with the Fire District.

### **PUBLIC COMMUNICATIONS**

Nicole Wood addressed the Board and shared her progress to move forward with legislative actions concerning water safety. Ms. Wood asked for support from the Chino Valley Fire District during her legislative journey.

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

Vice President Steve Eli, Inland Empire Utilities Agency provided an update on IEUA's current projects and services. He extended an invitation to the Fire Board and Executive Management Team to visit the treatment plant at Regional Plant 5. Also, he briefly explained the process of wastewater treatment, specifically concerning food waste, and noted the adverse effects of flushable wipes on sewer systems.

### **CONSENT CALENDAR**

1. **MINUTES**

Minutes – November 8, 2023 Regular Meeting

2. **MONTHLY DISTRICT REPORT**

Month of October 2023

3. **MONTHLY FINANCIAL REPORT**

Monthly Financial Report – November 2023

4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report – November 2023

5. WARRANTS

Warrants for November 2023 #58380 through #58525

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

None.

7. FY 2024-25 BUDGET DEVELOPMENT PROCESS AND CALENDAR

Purpose is for Board of Directors to receive and file the Fiscal Year 2024-25 budget calendar.

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

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

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

OLD BUSINESS

None

NEW BUSINESS

8. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

Purpose is for the Board of Directors to review the method for computing the Fire District's appropriations limit and review, approve and adopt Resolution No. 2023-11 establishing the annual appropriations limit for the Fiscal Year 2023-24.

Report by: Finance Director Mark Shaker

RECOMMENDATION: It is recommended the Board of Directors review and approve the method for computing the Fire District's appropriations limit and adopt Resolution No. 2023-11 establishing the annual appropriations limit for the Fiscal Year 2023-24.

Finance Director Shaker reviewed the calculations and other variables that factor into the Fire District's new appropriations limit.

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

**Moved by Director Kreeger, seconded by Vice President Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors to approve the method for computing the Fire District's appropriations limit and adopt Resolution No. 2023-11 establishing the annual appropriations limit for the Fiscal Year 2023-24.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

9. FISCAL YEAR 2022-23 AUDIT REPORT

Purpose is to present the Fiscal Year 2022-23 Annual Comprehensive Financial Report and related disclosure letters to the Board for review and approval.

Report by: Finance Director Mark Shaker

**RECOMMENDATION:** It is recommended that the Board of Directors review, discuss and approve the Fiscal Year 2022-23 District Annual Financial Report and related disclosure letters as presented.

The District's auditor Brett Van Lant of Van Lant & Frankhanel LLP provided a summary of the 2022-23 audit report. He noted the auditors issued a clean opinion on the District's financial statements. Mr. Van Lant thanked the Finance department for their assistance in completing the audit.

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

In response to questions from the Board, Mr. Van Lant clarified that the Unrestricted Fund Balance includes the emergency fund and vehicle replacement fund. The 115 Trust is excluded because it is a restricted fund.

**Moved by Director DeMonaco, seconded by Vice President Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors to approve the Fiscal Year 2022-23 District Annual Financial Report and related disclosure letters as presented.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

10. 2024 MONTHLY FINANCIAL REPORT SCHEDULE

Purpose is to review and discuss the Monthly Financial Report Schedule for the calendar year 2024.

RECOMMENDATION: It is recommended the Board receive and file the proposed adjustment to the Monthly Financial Report schedule effective January 2024.

Report by: Finance Director Mark Shaker

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

**Moved by Director Kreeger, seconded by Director DeMonaco, carried by a 5-0 voice vote to receive and file the proposed adjustment to the Monthly Financial Report schedule effective January 2024.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

11. 2024 COMMUNITY LIASONS, STANDING COMMITTEES, AND JPA BOARD MEMBER ASSIGNMENTS

Purpose is to appoint community liaisons for the County Board of Supervisors, City of Chino, City of Chino Hills, Fire Safe Council, Chino Valley School District, County Regular Board Meeting Airport Commission, Fire Foundation Liaison, CIM Citizen's Advisory Council, CIW Citizen's Advisory Council, and Inland Empire Utilities Agency; appoint the standing committee members to the Fire District's Finance, Planning, Human Resources, and Legislative Committees; and CONFIRE Board of Directors for 2024.

RECOMMENDATION: It is recommended that the Board President appoint the community liaisons for the County Board of Supervisors, City of Chino, City of Chino Hills, Fire Safe Council, Chino Valley School District, County Airport Commission, Fire Foundation Liaison, CIM Citizen's Advisory Council, CIW Citizen's Advisory Council, and Inland Empire Utilities Agency; appoint the standing committee members to the Fire District's Finance, Planning, Human Resources and Legislative Committee; and appoint the CVFD representative and alternate to CONFIRE Board of Directors for 2024.

Report By: President Harvey Luth

Board President Luth approved the appointments as follows:

**BOARD MEMBER COMMITTEE/LIAISON/JPA BOARD ASSIGNMENTS  
 2024**

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

**(P) Primary                      (S) Secondary                      (A) Alternate                      EFFECTIVE 1-1-2024**

**Board Policies Section 1080.3 - Committees of the Board**

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

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

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

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

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

No vote required on this item.

12. AD HOC COMMITTEES

Purpose is for the President of the Board of Directors to approve the list of Ad Hoc Committees.

RECOMMENDATION: It is recommended the Board President dissolve the Ad Hoc Committee formed to Select a Law Firm to assist CVFD with Labor Negotiations and approve the list of ad hoc committees and assignments.

Report By: President Harvey Luth

President Luth dissolved the Ad Hoc Committee formed to Select a Law Firm to assist the District with Labor Negotiations and approved the list of active ad hoc committees and assignments.

No vote required on this item.

13. FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to conduct a review of the current Policy and Procedures for the Board of Directors.

RECOMMENDATION: It is recommended that Board President establish and appointment members to the Board Policy and Procedures Ad Hoc Committee and announce the dates to submit comments to the Clerk of Board and District Legal Counsel for proposed changes to the Board Policy and Procedures.

Report By: President Harvey Luth

President Luth requested Board Members submit their suggested revisions to the Board Policy and Procedures to the Clerk of the Board by January 10, 2024.

President Luth established the Board Policy and Procedures Ad Hoc Committee for the purpose of reviewing and reconciling the proposed revisions to the Board Policy and Procedures that is to be brought back to the full Board at a future meeting.

President Luth and Vice President Ramos-Evinger were appointed to the Ad Hoc Committee.

**Moved by Director Kreeger, seconded by Vice President Ramos-Evinger, carried by a 5-0 voice vote to approve the appointment of President Luth and Director Ramos-Evinger to the Board Policy and Procedures Ad Hoc Committee and to submit proposed revisions to Board Policy and Procedures to the Clerk of the Board by January 10, 2024.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

### **FIRE CHIEF'S COMMENTS**

#### Board Activities/Public Relations:

- November 11th Veterans Day Ceremonies.
  - City of Chino Hills - 8AM Chino Hills Community Center
  - City of Chino - 10:30 AM Chino Community Center
- November 23/24 Thanksgiving Holiday, Offices are closed.
- December 7th Supervisor Curt Hagman's Christmas Open House.
- December 9th City of Chino Youth Christmas Parade.
- December 13th - Make a Child Smile, Walmart, Chino.

#### Organizational Items of Interest:

- November 15th, Section 115 Trust Meeting.
- November 16th, San Bernardino County Chiefs Meeting.
- December 4th, Agenda Review Committee Meeting.
- December 7th, West End Chiefs Meeting.

#### Human Resources Update:

- Interviews for Fire Inspector were held on December 5 and 6.
- Final interviews for Office Technician were held on December 12.
- The recruitment for Fire Apparatus and Fleet Mechanic is on-going until a sufficient number of qualified applications are received.
- Recruitment for Fire Recruit opened on December 5 and is open until January 5, 2024. The District has quickly received a high number of applications.
- On December 5, Human Resources Director Arroyo and Human Resources Specialist De La Torre attended a workers' compensation and cybersecurity meeting.

#### Upcoming Meetings/Events:

- Chino Neighborhood House Christmas Party Event-December 15th at 8:30 am Chino Community Building.
- City of Chino Hills Boat Parade - December 15th at 6:30 pm - Staging at Galloping Hills/Eucalyptus Ave.



- Ontario Fire Chief Gayk Retirement Luncheon - December 20th - Ontario Training Center.
- Christmas Holiday – December 25/26, Offices are closed.
- Phillip Stumpf’s Celebration of Life Services - Pierce Brothers Crest Lawn Memorial 11500 Arlington Avenue, Riverside CA 92505 10 – 11AM.
- New Year's Eve, New Year's Day Holiday – January 1/2, Offices are closed.
- 2023 CVFD Holiday Party, January 6th at Cal Aero, Chino Airport.

CONFIRE Items of Interest:

- San Bernardino County Board of Supervisors approved the contract for CONFIRE at the Board of Supervisors meeting on November 14, 2023.

**BOARD COMMITTEE REPORTS/BOARD COMMENTS**

Director DeMonaco

Director DeMonaco reported on meetings and events attended since the last meeting that included the San Bernardino County meetings; CONFIRE Board meeting; IEUA Board meeting; monthly meeting with the Fire Chief; Chino Valley Holiday Luncheon; Supervisor Hagman’s Christmas Open House; Chino Youth Christmas Parade; and Make a Child Smile event.

Director Haughey

Director Haughey reported on meetings and events attended since the last meeting that included the Chino Youth Christmas Parade as well as many of the meetings and events previously mentioned.

Director Kreeger

Director Kreeger reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; Glenn Duncan’s Celebration of Life event; as well as many of the meetings and events previously mentioned.

Vice President Ramos-Evinger

Vice President Ramos-Evinger reported on meetings and events attended since the last meeting that included the Chino Hills Salute to Service event; Chino Council meetings; monthly meeting with Fire Chief; Agenda Review meeting; Chino Hills Tree Lighting; Carbon Canyon Fire Safe Council meeting; Supervisor Hagman’s Christmas Open House; Chino Youth Christmas Parade; and Make a Child Smile event.

Vice President Ramos-Evinger noted the Fire Safe Council is in urgent need of funding to sustain operations and cover insurance costs.

Vice President Ramos-Evinger read aloud a thank you note from Lori Robertson for the outstanding patient care provided by Chino Valley Fire District Medic Engine 65 and Medic Squad 66, who responded to her husband’s medical emergency.

President Luth

President Luth reported on meetings and events attended since the last meeting that included Veterans Day events; Tree Lighting events; San Bernardino County Board of Supervisors meeting; Chino Youth Christmas Parade; monthly meeting with Fire Chief; Glenn Duncan's Celebration of Life event; and CIM meeting.


The Board of Directors welcomed Chaplain Padilla to the Fire District. They congratulated Inspector Jung for five years of service and Captain Underwood for his Captain's promotion. The Board expressed gratitude and appreciation for Director DeMonaco's leadership and insight as President of the Board of Directors.

ADJOURNMENT

The meeting was adjourned at 7:14 p.m. The next Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District will be held on Wednesday, January 10, 2024 at 6:00 p.m. at the Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 10<sup>th</sup> DAY OF JANUARY, 2024.

  
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Angela Robles, Clerk of the Board

  
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Harvey Luth, President