



# Big Bear Lake Fire Protection District

## BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA APRIL 11, 2023 – 4:30 P.M.

### **BOARD OF DIRECTORS**

Board Chair Bynette Mote  
Vice Chair Kendi Segovia  
Board Member Rick Herrick  
Board Member Perri Melnick  
Board Member Randall Putz

### **STAFF**

Fire Chief Jeff Willis  
Assistant Chief/Fire Marshal Mike Maltby  
District Counsel Stephen Deitsch  
Director of Business Services Kristin Mandolini  
Interim Board Secretary Chardelle Smith

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**NOTICE IS HEREBY GIVEN**, that the Big Bear Lake Fire Protection District will conduct a Regular Meeting on Tuesday April 11, 2023, at 4:30 p.m. This meeting will be held in the Emergency Operations Conference Room at Big Bear Fire Department located at 41090 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54953 of the Government Code of the State of California for the purpose of considering the following matters:

### **AGENDA**

#### **OPEN SESSION**

#### **CALL TO ORDER**

#### **MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

**Please Note: The Chair may, at his or her discretion, take items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.**

#### **ANNOUNCEMENTS & UPCOMING EVENTS**

The Administrative office will be closed Monday, May 29, 2023, in observance of Memorial Day and will re-open on Tuesday, May 30, 2023, at 8:00 a.m.

#### **PRESENTATIONS**

None

**GENERAL PUBLIC COMMENT:** *Public comment is permitted at this time only on consent calendar items and other matters not listed on the posted agenda that are within the subject matter jurisdiction of the Fire District. Please note that State law prohibits the Fire District Board from taking any action on items not listed on the agenda. There is a three-minute maximum time limit when*

*addressing the Board during this time period. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion.*

**CONSENT CALENDAR**

- FP1. Approval of Meeting Minutes from the February 14, 2023, Special Meeting of the Big Bear Lake Fire Protection District.**

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**PUBLIC HEARING**

None.


**DISCUSSION/ACTION ITEMS**

- FP2. Approval of Proceed with Public Noticing of Public hearing to Adopt Big Bear Lake Fire Protection District Fiscal Year 2023-2024 Budget**

Board consideration of approving preliminary budget and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2023-2024 Budget at the next regular meeting on June 13, 2023.

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 6<sup>th</sup> day of April 2023.

  
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Chardelle Smith,  
Interim Board Secretary

*The Big Bear Lake Fire Protection District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Interim Board Secretary Chardelle Smith at 909/866-7566, ext. 221. Notification 48 hours prior to the meeting will enable the Fire District to make reasonable arrangements to ensure accessibility to this meeting.*

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**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE SPECIAL MEETING OF  
FEBRUARY 14, 2023**

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A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Board Chair Mote at 4:32 p.m., Tuesday, February 14, 2023, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present:                      Board Chair Bynette Mote  
    Vice Chair Kendi Segovia  
    Director Rick Herrick  
    Director Perri Melnick (arrived at 4:47 p.m.)  
    Director Randall Putz

Absent:

Others Present:                                  Jeff Willis, Fire Chief  
    Mike Maltby, Assistant Chief/Fire Marshal  
    Chardelle Smith, Interim Board Secretary

**OPEN SESSION**

**CALL TO ORDER**

Moment of Silence:                              Observed  
  
Pledge of Allegiance:                              Led by Director Putz

**ROLL CALL**

**Please Note: The Chair may, at his or her discretion, taken items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.**

**ANNOUNCEMENTS**

The Fire Protection Districts Administrative Office will be closed:

- Monday, February 20, 2023, in observance of Presidents Day and will reopen on Tuesday, February 21, 2023.

**PRESENTATIONS**

None

**PUBLIC COMMUNICATIONS**

None

**CONSENT CALENDAR**

**FP1. Approval of Meeting Minutes from the October 4, 2022, Regular Meeting of the Big Bear Lake Fire Protection District.**

**FP2. Receive and File the Lance, Soll & Lunghard, LLP, FY 2021-2022, Big Bear Lake Fire Protection District Audit reports.**

**Action:** Motion by Director Putz, seconded by Director Herrick, to approve the Consent Calendar as follows:

AYES: Herrick, Putz, Segovia, and Mote  
NOES: None  
ABSENT: Melnick  
ABSTAIN: None

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**PUBLIC HEARING**

None

**DISCUSSION/ACTION ITEMS**

**FP3. Resolution Re-Establishing the Date for Board Meetings**

Board consideration of adopting Resolution No. FP2023-01 re-establishing the date of its Regular Board Meetings to the second Tuesday of February, April, June, and October, rescinding Resolution No. FP2019-03.

Chief Willis stated this resolution follows suit with the Fire Authority date change that was approved at the December 6, 2022 regular meeting.

**Action:** Motion by Director Herrick; seconded by Director Putz, to approve staff recommendation and adopt Resolution No. FP2023-01, reflecting the changes in the date of its Regular Board Meetings and rescinding Resolution No. FP, 2019-03.

Said Motion was approved by the following vote:

AYES: Herrick, Putz, Segovia, and Mote  
NOES: None  
ABSENT: Melnick  
ABSTAIN: None

**FP4. Approval of Revised Lease Agreement with Snow Summit, LLC, for Use of Fire Protection District Parking Lot**

Board consideration of approving the revised lease agreement and authorize the Fire Chief to sign the lease with Snow Summit, LLC, for the parking lot located at 42610 Rathbun Dr., Big Bear Lake, effective February 15, 2023 through October 31, 2027. The term of this lease shall have the option to automatically renew for four (4) additional one-year periods.

Chief Willis provided background about the current lease agreement expiring at the end of the current ski season. The revised lease agreement was provided to the general manager of Snow Summit, LLC, and he approved its terms. Willis stated this new lease agreement will have a 4% increase, with a clause of an additional 4% every renewal.

Director Herrick excused himself from this discussion due to business with Snow Summit, LLC.

Discussion was held regarding if the department has the flexibility to remove themselves from the lease, if needed. It was also asked if the contract should be with Snow Summit, LLC or Alterra.

Staff responded to questions from Board members. Board members provided comment.

**Action:** Motion by Director Putz seconded by Vice Chair Segovia, to approve staff recommendation and authorize the Fire Chief to sign the lease agreement with Snow Summit, LLC, effective February 15, 2023.

Said Motion was approved by the following vote:

AYES: Putz, Segovia, and Mote  
NOES: None  
ABSENT: Melnick  
ABSTAIN: Herrick

**FP5. Approval of Possible Extension of a Lease Agreement with Verizon Wireless, for Use of Cell Tower at Moonridge Station**

Board consideration of a possible extension to a lease agreement with Verizon Wireless and authorize the Fire Chief to sign the lease with Verizon Wireless, for the cell tower located at 42610 Rathbun Dr., Big Bear Lake.

Chief Willis stated he received a phone call from American Tower requesting to extend the current lease agreement by 20 or 30 years. The current lease has two terms remaining, which computes to 10 years.

Discussion was held regarding the flexibility of removing ourselves from this lease if it's determined to use the land in a different way.

Staff responded to questions from Board members. Board members provided comment.

**Action:** Board members requested the lease agreement and concerns be reviewed by legal counsel and brought back to the Board for further discussion.

#### **DIRECTORS CLOSING COMMENTS**

None

#### **ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Board Chair Mote adjourned the meeting at 4:58 p.m.

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Chardelle Smith  
Interim Board Secretary



## AGENDA REPORT

Item No. FP2

**MEETING DATE:** April 11, 2023

**TO:** Board Chair and Directors of Big Bear Lake Fire Protection District

**FROM:** Kristin Mandolini, Director of Business Services *KM*

**SUBJECT:** **APPROVAL TO PROCEED WITH PUBLIC NOTICING OF PUBLIC HEARING TO ADOPT BIG BEAR LAKE FIRE PROTECTION DISTRICT FISCAL YEAR 2023-24 BUDGET**

### **BACKGROUND**

Big Bear Fire Authority is a Joint Powers Authority with partner agencies Big Bear City Community Services District and Big Bear Lake Fire Protection District (FPD). The property taxes received by the FPD are passed through to the Fire Authority to fund fire department expenses.

### **DISCUSSION**

The FY 2023-24 FPD Operating budget is presenting \$7,230,898 in tax pass through to the Fire Authority for appropriated sources and uses.

### **RECOMMENDATION**

Staff recommends the Board approve the preliminary budget and authorize staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2023-24 Budget (Attachment A) at the next Regular Board meeting on June 13, 2023.

ATTACHMENT A: FY2023-24 Budget

# FIRE PROTECTION DISTRICT OPERATING FUND

## 2023-2024 Budget

### Revenue

Property Taxes	7,230,898
<b>Total Revenue</b>	<b>7,230,898</b>

### Expenses

Property Tax Pass Through To Fire Authority	7,230,898
<b>Total Expenses</b>	<b>7,230,898</b>

<b>Total Excess Revenue over Expenses</b>	<b>0</b>
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