



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
NOTICE & AGENDA OF ADMINISTRATIVE COMMITTEE SPECIAL MEETING
JANUARY 20, 2022
10:00 A.M.**

Pursuant to Government Code Section 54953(e)(1)(A), relating to a proclaimed state of emergency and required or recommended social distancing measures, there is no physical location for members of the public to participate. In compliance with the Brown Act, members of the public may observe and participate in the meeting as described below.

The Public may observe this meeting by:

- Calling (669) 900-6833 with meeting ID: or;
- Join Zoom Meeting online at
- <https://us02web.zoom.us/j/84189009439?pwd=MGRXemZqRWFGUG5qRk5JZXprVXpMQT09>
- Meeting ID: 841 8900 9439 with passcode 992820

This meeting will be recorded. Contact the Board Secretary to receive a copy of the recording.

Members of the public may provide comments on agenda items in either of the following manners:

1. Providing Oral Comments During Meeting. To provide comments during the meeting, join the Zoom meeting by computer, mobile phone, or dial-in number. On Zoom video conference by computer or mobile phone, use the “Raise Hand” feature. This will notify the Secretary that you wish to speak during a specific item on the agenda or during non-agenda Public Comment. If joining the meeting using the Zoom dial-in number, you can raise your hand by pressing *9. Comments will be limited to three (3) minutes. Please be aware that the Chair has the authority to reduce equally each speaker's time to accommodate a large number of speakers.
2. Written Comments. Written public comments must be submitted via email to publicmeetingcomments@bigbearfire.org on or before Thursday, January 20, 2022, at 9:00 a.m. Please limit comments to 300 words or less. If your comment is related to a specific Agenda item, please identify the Agenda item in the subject of your email.

To: Board Chair John Green
Director Rick Herrick
Director Bynette Mote
Director Al Ziegler

Fire Chief Jeff Willis
Assistant Chief-Fire Marshal Mike Maltby
Director of Business Services Kristin Mandolini
Board Secretary Chardelle Smith
Authority Counsel Nicholas Norvell
Local Media

CC: Vice Chair Perry Melnick
Director Alan Lee
Director Karyn Oxandaboure
Director Randall Putz
Director John Russo
Director Larry Walsh

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

DISCUSSION ITEMS

1. Findings to Continue Holding Remote/Teleconference Meetings Pursuant to Assembly Bill 361

Administrative Committee to find and determine the Covid-19 State of Emergency remains in effect; the Committee has reconsidered the circumstances of the State of Emergency; state or local officials continue to impose or recommend measures to promote social distancing; and this Committee meeting and subsequent Committee meetings will proceed in compliance with Government Code Section 54953(e) for the next 30 days.

2. Annual Fire Hazard Abatement Program

Administrative Committee consideration to terminate the contract with County of San Bernardino Land Use Services and provide Annual Hazard Abatement Program in-house.

3. Assembly Bill 38 Mandated Defensible Space Compliance Inspection Reporting

Administrative Committee to discuss cost of inspection mandated by Assembly Bill 38.

4. Assembly Bill 9 Defensible Space Inspections

Administrative Committee to discuss cost of inspection mandated by Assembly Bill 9.

5. Community Risk Reduction Program

Administrative Committee to discuss costs associated with full-service community risk reduction program.

6. Consolidated Programs — Fire Prevention Bureau

Administrative Committee to discuss economies of scale of consolidated fire prevention programs.

ADJOURNMENT

I hereby certify under penalty of perjury, under the laws of the State of California, the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 19th day of January, 2022.



Chardelle Smith, Board Secretary

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

BIG BEAR FIRE AUTHORITY

Annual Fire Hazard Abatement Program

			Total Budget	
<i>Revenue</i>	Fine 1st Notice	Estimated Volume	Estimated Revenue	
Administrative Cites	\$ 100	\$ 1,500	\$	150,000
Cost Recovery	\$ 150	\$ 1,500	\$	225,000
	Fine 2nd Notice			
Administrative Cites	\$ 250	\$ 150	\$	37,500
Cost Recovery	\$ 150	\$ 150	\$	22,500
	Fine 3rd Notice			
Administrative Cites	\$ 1,000	\$ 50	\$	50,000
Cost Recovery	\$ 240	\$ 50	\$	12,000
Total Revenue			\$	497,000
Expenses				
Code Enforcement Officer \$40/Hr + Benefits			\$	153,200
Administrative Assistant \$27/Hr + Benefits			\$	108,000
Abatement			\$	70,000
Vehicle Expenses			\$	20,000
Technology			\$	5,000
Mailing/Advertising			\$	25,000
Other Expenditures			\$	5,000
Total Expenses			\$	386,200
Excess Revenues over Expenses			\$	110,800
Savings from Discontinuing Land Use Service Contract			\$	47,318
Estimated Positive Budget Impact			\$	158,118

AB 38 Mandated Inspections Reporting		
Fire Inspector	\$	155,000
Administrative Assistant	\$	110,000
Vehicle Cost over 10 Years	\$	6,000
Cost to Support Positions	\$	10,000
Administrative Overhead (21%)	\$	59,010
Total Cost	\$	340,010
Estimated Annual Inspections	\$	176
Inspection Fee	\$	1,932
<i>Cost Recovery by Percent</i>		
20%	\$	386
40%	\$	773
60%	\$	1,159
80%	\$	1,546
100%	\$	1,932

AB9**Defensible Space Inspections**

Fire Inspector	\$	155,000
Administrative Assistant	\$	110,000
Vehicle Cost over 10 Years	\$	6,000
Cost to Support Positions	\$	10,000
Administrative Overhead (21%)	\$	59,010
<i>Total Cost</i>	\$	340,010
Estimated Annual Inspections	\$	1,800
Inspection Fee	\$	189

Community Risk Reduction Program

Assistant Fire Marshall	\$	155,000
Administrative Clerical	\$	110,000
Vehicle Cost over 10 Years	\$	6,000
Cost to Support Positions	\$	10,000
Contract Chipping Service	\$	118,000
Administrative Overhead (21%)	\$	59,010
<i>Total Cost</i>	\$	458,010
Parcels	\$	27,311
Inspection Fee Per Parcel	\$	16.77

Consolidated Programs		
<i>Revenue</i>		
Mandated Inspection Reporting (176 Facilities X \$386)	\$	67,936
Defensible Space Inspections (1800 inspections X \$189)	\$	340,010
Fire Hazard Abatement Inspections	\$	158,118
	\$	<u>566,064</u>
Community Risk Reduction Services 27,311 parcels X \$8.01	\$	218,936
Total Revenue	\$	785,000
Fire Prevention Bureau		
<i>Expenses</i>		
Assistant Fire Marshall (1)	\$	179,000
Fire Inspector (1)	\$	155,000
Administrative Assistant (1)	\$	110,000
Part-Time Seasonal Prevention Specialist (2)	\$	54,000
Vehicles over 10 Years (3)	\$	18,000
Costs to Support the Positions	\$	15,000
Contract Chipping Service	\$	118,000
Administrative Burden 21%	\$	136,000
Total Expenses	\$	785,000