



Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY
October 4, 2022, Regular Board Meeting
5:00 p.m.

BOARD OF DIRECTORS

Board Chair John Green
Vice Chair Perri Melnick
Director Rick Herrick
Director Alan Lee
Director Bynette Mote
Director Randall Putz
Director Bob Rowe
Director John Russo
Director Larry Walsh
Director Al Ziegler

STAFF

Fire Chief Jeff Willis
Assistant Chief/Fire Marshal Mike Maltby
Director of Business Services Kristin Mandolini
Board Secretary Tiffany Swantek
Deputy Board Secretary Sherry Wentz
Authority Counsel Joseph Sanchez

NOTICE IS HEREBY GIVEN, that a Regular Meeting of the Big Bear Fire Authority will be held on Tuesday, October 4, 2022, at 5:00 p.m. This meeting will be held at the Big Bear Fire Department, Station 281, located at 41090 Big Bear Boulevard, Big Bear Lake, CA; said meeting being called pursuant to Section 54953 of the Government Code of the State of California to consider the following matters:

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 to facilitate the business of the Board and/or for the convenience of the public.

ANNOUNCEMENTS & UPCOMING EVENTS

Big Bear Fire Authority is once again offering First Aid & CPR + AED training on the first Saturday of each month. Classes are scheduled from 9:00 a.m. to 2:00 p.m. at Station 281, and are open to ages 9 and older at a cost of \$65.00 per person. Students receive an American Heart Association Heartsaver First Aid CPR + AED Course Completion Card upon successfully completing the training. The Completion Card is valid for two years.

The Big Bear Fire Authority's Administrative Office will be closed on November 24, 2022 in observance of Thanksgiving, and will reopen on Monday, November 28, 2022 at 8:00 a.m.

PRESENTATIONS

1. Oath of Office/Promotion

- Probationary Firefighter Andrew Rodriguez
- Engineer Jason Dmytriw

Administered By: Tiffany Swantek, Board Secretary

2. Recognition of Excellence

- Captain Josh Mandolini

Speaker: Jeff Willis, Fire Chief

3. Recognition for 5 Years of Service

- Engineer/Paramedic Kevin Eaton
- Firefighter/Paramedic Matt Sheehan
- Engineer/Paramedic Shawn Sutherland

Speaker: Jeff Willis, Fire Chief

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

GENERAL PUBLIC COMMENT – *Members of the public who wish to comment on topics not included on the agenda or comment on agenda items are invited to provide comments in either of the methods described above.*

CHIEF'S REPORT

Speaker: Jeff Willis, Fire Chief

FINANCE OFFICER'S REPORT

Speaker: Kristin Mandolini, Director of Business Services

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 07/01/22 through 07/31/22 in the amount of \$1,169,717.14**
- FA2. Approval of Meeting Minutes from the August 2, 2022 Regular Meeting of the Big Bear Fire Authority**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for June, 2022**

FA4. Acknowledge Receipt of Annual Inspection Report for Certain Educational and Residential Structures

Board consideration to adopt Resolution No. BBFA2022-007 acknowledging receipt of inspection report and designating October of each year as the assigned time for the Board of Directors to receive the annual report for the prior year.

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARING

Any person can be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.

FA5. Proposed Ordinance BBFA2022-001 Authorizing Ambulance Service Fee Increase to be Considered for Adoption at a Public Hearing on October 4, 2022

Board consideration of conducting a Public Hearing to approve Ordinance BBFA2022-001 that increases Ambulance Service Fees for Big Bear Fire Authority.

Speaker: Jeff Willis, Fire Chief

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA6. Insurance Services Office (ISO) Public Protection Classification (PPC)

Receive and file report prepared by Verisk Insurance Solutions.

FA7. Apparatus Auction Budget Adjustment

Board consideration to approve a budget adjustment for fiscal year 2022/23 to include the sale of apparatus as a revenue stream in the amount of \$113,500 to be included in the General Fund.

FA8. Fire Hazard Abatement Program

Board consideration of budget adjustment for FY 2022/23 and approval of job descriptions for Fire Inspector, Fire Prevention Specialist, and Fire Prevention Administrative Assistant.

FA9. Development of Community Facilities District

Board consideration to (1) approve exception to competitive bid procedures; (2) authorize Fire Chief to enter into contract with DTA Public Financing Group for special tax consulting service to perform financial impact analysis and possible formation of a community facilities district; and (3) approve budget adjustment for FY 2022/23 in the amount of \$40,000.

FA10. Assistance to Firefighter Grant (AFG) for Direct Capture Exhaust System

Board consideration to approve a budget adjustment for fiscal year 2022/23 to include grant revenue and expense, matching grant expenses, and capital expenditure.

FA11. Support for U.S. Forest Service Fuels Reduction Efforts and Land Management Practices

Board consideration to adopt Resolution No. BBFA2022-008 in support of the U.S. Forest Service Fuels Reduction Efforts and Land Management Practices.

COMMITTEE REPORTS**DIRECTORS' CLOSING COMMENTS****ADJOURN**

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 29th day of September, 2022.



Tiffany Swantek, Board Secretary

The Big Bear Fire Authority wishes to make all its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Tiffany Swantek at (909) 866-7566. Notification 48 hours prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: CHIEF'S REPORT

APPARATUS UPDATE

New Pierce Arrow Structure Engine

The new Pierce Arrow structure engine was shipped from Pierce Manufacturing located in Appleton, Wisconsin and arrived at South Coast Fire Apparatus' facility located in Ontario, California on August 3, 2022. A delivery inspection was completed by Department members. Upon inspection, there were a few corrections that were required and corrected prior to acceptance. On August 23, 2022, the engine was transferred from South Coast to Johnson Equipment for installation of radio and digital devices. The Engine returned from Johnson Equipment to South Coast on September 9, 2022. With radios and devices installed, Department members met with representatives of South Coast for final layout of equipment of tool mounting. The tool and equipment mounting process is expected to be complete by the second week in October.

The training program regarding operation and features is currently under development. Training of personnel is expected to be complete near the end of October. A new in-service ceremony will be planned for end of October to celebrate the investment made in this new fire engine that will serve the community for an estimated 20 years.

New Braun Ambulance

On September 21, 2022, Captain Dykesten and Engineer Schlosser performed a final inspection at the Braun Ambulance manufacturing facility located in Chahalis, Washington. A few correction items were identified and were completed on site. The ambulance is expected to arrive at Johnson Equipment by September 30, 2022 for installation of radios and digital devices. This installation is expected to be complete by the third week in October. Once the ambulance arrives in Big Bear, the shelves need to be stocked and equipment added, which is expected to take a few days. With the ambulance configuration matching our current ambulance fleet identically, no additional training is required. This new ambulance will be placed in service without delay.

Battalion Chief Vehicle

The new Battalion Chief vehicle has been delivered to American Emergency Products (AEP) in Santee, California for emergency vehicle outfitting. There have been numerous delays including delivery of the vehicle, electronic supply shortages, and delay of other miscellaneous products related to the emergency vehicle build out. The Battalion Chief vehicle is expected to be completed before the end December.

Ladder Truck

The pre-construction meeting for the Pierce Mid-Mount Tower is tentatively scheduled for November 28, 2022. The ladder truck is expected to be received and in service before December, 2023.

Second Pierce Structure Engine

The pre-construction is tentatively scheduled for May, 2023. The anticipated receipt and in service date for this apparatus is not expected until January, 2024.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022
TO: Board Chair and Directors of the Big Bear Fire Authority
FROM: Jeff Willis, Fire Chief *JW*
PREPARED BY: Kristin Mandolini, Director of Business Services *KM*
SUBJECT: July 31, 2022 YTD FINANCE REPORT

JULY YTD FINANCIALS – 8% Through the Year

Big Bear Fire Authority

Revenues

- Revenues are at 2% of our YTD budget as of 7/31/2022 as we begin our new fiscal year.

Expenses

- Expenses are under budget by 1%, with salaries and benefits exactly on target at 8% of budget.

RADFORD FIRE

In September, the Radford Fire cost the Fire Authority \$89,000, which is anticipated to be partially reimbursable. The apportioned cost for the direct mission for the Fire Authority regarding assigned resources was approximately \$27,000, so we are anticipating reimbursement of approximately \$62,000.

CUMULATIVE CHANGE RESULTING FROM PROPOSED BUDGET AMENDMENTS

Below is a summary of the cumulative proposed budget adjustments that will be discussed at the October 4th Board Meeting:

Apparatus Auction Proceeds (approved at 08/02/22 Board meeting)	\$113,500
Community Facilities District Consulting Fees - Item No. FA9	(\$40,000)
Matching Expenses for the Assistance to Firefighters Grant - Item No. FA10	(\$24,773)
Ramp up of the Fire Hazard Abatement Program (2 Positions, 6 months) - Item No. FA8	(\$186,600)
Total Budget Adjustment	(\$137,873)

Big Bear Fire Authority
Operating Budget Variance Report
July 31, 2022

	<u>Annual Budget</u>	<u>YTD Total</u>	<u>Variance</u>	<u>%</u>
<i>Revenue</i>				
Property Tax Revenue	12,221,006	161,916	(12,059,090)	1%
Current Service Charges	4,394,811	248,974	(4,145,837)	6%
Interagency Revenues	1,141,300	4,095	(1,137,205)	0%
Use of Money and Property	80,844	7,896	(72,948)	10%
Other Revenue	67,005	0	(67,005)	0%
Total Revenue	17,904,966	422,881	(17,482,085)	2%
<i>Expenses</i>				
Salaries & Benefits	14,836,320	1,134,500	(13,701,820)	8%
Supplies	329,124	912	(328,212)	0%
Professional Services	859,550	45,188	(814,362)	5%
Maintenance and Equipment	943,531	93,588	(849,943)	10%
Utilities	193,000	6,527	(186,473)	3%
Other Expenditures	607,938	19,264	(588,674)	3%
Total Expenses	17,769,463	1,299,980	(16,469,483)	7%
Capital Expenditures	82,000	0	(82,000)	0%

BIG BEAR FIRE AUTHORITY

<i>Revenue</i>	Current Budget FY 22/23	Proposed Changes	Proposed FY 22/23 Budget	Projected 23/24 Budget
Property Tax Revenues	\$ 12,221,006		\$ 12,221,006	\$ 12,709,847
Service Charges	\$ 4,394,811		\$ 4,394,811	\$ 4,570,603
Intergovernmental Revenue	\$ 1,141,300		\$ 1,141,300	\$ 1,186,952
Use of Money and Property	\$ 80,844		\$ 80,844	\$ 84,077
Hazard Abatement, AB 38 and SB 1205 Revenue	\$ -		\$ -	\$ 379,944
Apparatus Auction Revenue	\$ -	\$ 113,500	\$ 113,500	\$ -
Other Revenue	\$ 67,005		\$ 67,005	\$ 69,685
Total Revenue	\$ 17,904,966	\$ 113,500	\$ 18,018,466	\$ 19,001,109
<i>Expenses</i>				
Salaries and Benefits	\$ 14,836,320	\$ 147,000	\$ 14,983,320	\$ 15,815,820
Supplies	\$ 329,124		\$ 329,124	\$ 338,998
Professional Services	\$ 859,550	\$ 40,000	\$ 899,550	\$ 885,337
Maintenance and Equipment	\$ 943,531		\$ 943,531	\$ 971,837
Utilities	\$ 193,000		\$ 193,000	\$ 198,790
Hazard Abatement, AB 38 and SB 1205 Expenses	\$ -	\$ 39,600	\$ 39,600	\$ 85,000
Grant Matching/Overage Expenses		\$ 24,773	\$ 36,770	\$ -
Other Expenditures	\$ 607,938		\$ 607,938	\$ 626,176
Total Expenses	\$ 17,769,464	\$ 251,373	\$ 18,032,834	\$ 18,921,957
Excess Operating Revenues over Expenses	\$ 135,502	\$ (137,873)	\$ (14,368)	\$ 79,151
Less Capital Expenditures	\$ (82,000)		\$ (82,000)	
Change to Fund Balance	\$ 53,502	\$ (137,873)	\$ (96,368)	

Accounts Payable

Checks by Date - Detail by Check Date

User: kmandolini
 Printed: 9/27/2022 11:27 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02EDD	California State Employment Development PR Batch 00002.07.2022 State Income Tax PR Batch 00002.07.2022 State Unemployment I	07/08/2022 PR Batch 00002.07.2022 Stat PR Batch 00002.07.2022 Stat	17,783.74 90.55
Total for this ACH Check for Vendor 02EDD:				17,874.29
ACH	IRS	Department Of Treasury PR Batch 00002.07.2022 Medicare PR Batch 00002.07.2022 Federal Income Tax PR Batch 00002.07.2022 Medicare Employer	07/08/2022 PR Batch 00002.07.2022 Med PR Batch 00002.07.2022 Fede PR Batch 00002.07.2022 Med	4,737.46 43,718.12 4,737.46
Total for this ACH Check for Vendor IRS:				53,193.04
13090	AmeriFid	American Fidelity Assurance PR Batch 00003.06.2022 Am Fidelity After Tax PR Batch 00002.07.2022 Long & Short Term Di PR Batch 00002.07.2022 Am Fidelity After Tax PR Batch 00002.07.2022 Am Fidelity Pre Tax PR Batch 00003.06.2022 Am Fidelity Pre Tax	07/08/2022 PR Batch 00003.06.2022 Am PR Batch 00002.07.2022 Lon PR Batch 00002.07.2022 Am PR Batch 00002.07.2022 Am PR Batch 00003.06.2022 Am	707.29 453.96 665.87 385.46 420.60
	july lib			-18.65
Total for Check Number 13090:				2,614.53
13091	AmeriFid july lib	American Fidelity Assurance	07/08/2022	2,390.25
Total for Check Number 13091:				2,390.25
13092	AmerFlex	American Fidelity Assurance Company PR Batch 00002.06.2022 Am Fidelity FSA Full PR Batch 00003.06.2022 Am Fidelity FSA Full	07/08/2022 PR Batch 00002.06.2022 Am PR Batch 00003.06.2022 Am	300.00 300.00
Total for Check Number 13092:				600.00
13093	Ameritas july liab	Ameritas Life Insurance Corp PR Batch 00002.07.2022 Vision ER	07/08/2022 PR Batch 00002.07.2022 Visi	1,133.36 99.28
Total for Check Number 13093:				1,232.64
13094	Ameritas july liab	Ameritas Life Insurance Corp PR Batch 00002.07.2022 Dental ER	07/08/2022 PR Batch 00002.07.2022 Den	6,900.80 668.56
Total for Check Number 13094:				7,569.36
13095	02FranTx	Franchise Tax Board PR Batch 00002.07.2022 California Tax Disburs	07/08/2022 PR Batch 00002.07.2022 Cali	100.00
Total for Check Number 13095:				100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13096	Kaiser july liab	Public Agency Coalition Enterprise. ATTN PR Batch 00002.07.2022 Health ER Kaiser	07/08/2022 PR Batch 00002.07.2022 Hea	9,460.68 2,929.72
Total for Check Number 13096:				12,390.40
13097	Keenan july iab	Keenan & Associates PR Batch 00002.07.2022 Health ER EPO	07/08/2022 PR Batch 00002.07.2022 Hea	77,799.45 7,246.03
Total for Check Number 13097:				85,045.48
13098	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00002.07.2022 Lincoln Roth Flat Amc PR Batch 00002.07.2022 Lincoln 457 Percentag PR Batch 00002.07.2022 Lincoln 457 Flat Amou	07/08/2022 PR Batch 00002.07.2022 Linc PR Batch 00002.07.2022 Linc PR Batch 00002.07.2022 Linc	75.00 877.20 2,200.00
Total for Check Number 13098:				3,152.20
13099	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00002.07.2022 Apple 457 Paid Call Pa	07/08/2022 PR Batch 00002.07.2022 App	538.05
Total for Check Number 13099:				538.05
13100	NatRetSo	Nationwide Retirement Solution PR Batch 00002.07.2022 Nationwide Roth Perce PR Batch 00002.07.2022 Nationwide Flat Amou PR Batch 00002.07.2022 Nationwide Percentage PR Batch 00002.07.2022 Nationwide Roth Flat	07/08/2022 PR Batch 00002.07.2022 Nati PR Batch 00002.07.2022 Nati PR Batch 00002.07.2022 Nati PR Batch 00002.07.2022 Nati	397.86 1,880.00 7,244.89 10.00
Total for Check Number 13100:				9,532.75
13101	SBCProFF	San Bernardino County Professional Firefig PR Batch 00002.07.2022 Union Dues Local 935	07/08/2022 PR Batch 00002.07.2022 Uni	2,745.05
Total for Check Number 13101:				2,745.05
13102	ReliStan july liab	Reliance Standard Life Insurance Co. PR Batch 00002.07.2022 Long Term Disability PR Batch 00002.07.2022 Short Term Disability PR Batch 00002.07.2022 Life and AD and D ER	07/08/2022 PR Batch 00002.07.2022 Lon PR Batch 00002.07.2022 Sho PR Batch 00002.07.2022 Life	833.51 1,149.34 702.00 93.93
Total for Check Number 13102:				2,778.78
13103	SBCERA	SBC Employees' Retirement Association PR Batch 00002.07.2022 SBCERA EE Safety Ti PR Batch 00002.07.2022 Survivor SBCERA ER PR Batch 00002.07.2022 SBCERA ER Cont. T2 PR Batch 00002.07.2022 SBCERA ER Contribu PR Batch 00002.07.2022 Survivor SBCERA Em PR Batch 00002.07.2022 SBCERA EE Tier 2 PR Batch 00002.07.2022 SBCERA EE General	07/08/2022 PR Batch 00002.07.2022 SBC PR Batch 00002.07.2022 Surv PR Batch 00002.07.2022 SBC PR Batch 00002.07.2022 SBC PR Batch 00002.07.2022 Surv PR Batch 00002.07.2022 SBC PR Batch 00002.07.2022 SBC	13,801.01 20.02 7,147.28 104,546.01 20.02 16,227.17 424.99
Total for Check Number 13103:				142,186.50
13104	Texas July liab	Texas Life Insurance Company PR Batch 00002.06.2022 Texas Life Ins Post Tax PR Batch 00003.06.2022 Texas Life Ins Post Tax	07/08/2022 PR Batch 00002.06.2022 Texa PR Batch 00003.06.2022 Texa	121.69 121.69 -16.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13104:	226.75
			Total for 7/8/2022:	344,170.07
13111	APlumb N-2336-A	A Plumbing & Heating Inc FS281 Backflow Testing	07/20/2022	750.00
			Total for Check Number 13111:	750.00
13112	AdminSvc 13443358	Administrative Services Inc Copier Lease	07/20/2022	694.03
			Total for Check Number 13112:	694.03
13113	AlexM 94	Alex Marshall Transfer Meal Reimbursement	07/20/2022	14.18
			Total for Check Number 13113:	14.18
13114	AllStar 240874	All Star Fire Equipment 3/Alum Wye Valves	07/20/2022	1,043.13
			Total for Check Number 13114:	1,043.13
13115	Alliant 1972242	Alliant Insurance Services 22/23 ACIP Crime Renewal	07/20/2022	981.00
			Total for Check Number 13115:	981.00
13116	PerfTow 13810	A-Performance Towing, Inc. MA-1600353 Towing Service	07/20/2022	850.00
			Total for Check Number 13116:	850.00
13117	ARJoens 3696	AR Joens Plumbing FS285 Wash Tower Plumbing/Vent Installation	07/20/2022	750.00
			Total for Check Number 13117:	750.00
13118	ATT 20220630D	AT&T Long Distance Phone Service	07/20/2022	35.16
			Total for Check Number 13118:	35.16
13119	AutoZone June Statement June Statement	AutoZone Fleet Parts/Supplies Fleet Parts/Supplies	07/20/2022	28.65 293.88
			Total for Check Number 13119:	322.53
13120	Avcom 20281	Avcom Services, Inc. FS282 July-Dec 2022 Alarm Monitoring Service	07/20/2022	132.00
			Total for Check Number 13120:	132.00
13121	BVElect 20220630E	Bear Valley Electric FS281 Electric Service	07/20/2022	2,231.92
			Total for Check Number 13121:	2,231.92
13122	BVElect	Bear Valley Electric	07/20/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20220718	Boulder Bay FS Electric Service		98.26
			Total for Check Number 13122:	98.26
13123	BVElect 20220718B	Bear Valley Electric Moonridge FS Electric Service	07/20/2022	71.63
			Total for Check Number 13123:	71.63
13124	BVPrint 9352	Bear Valley Printing 400/Business Cards (Swantek)	07/20/2022	54.58
			Total for Check Number 13124:	54.58
13125	BBK 939822 939823	Best Best & Krieger General Matters & Correspondence General Matters & Correspondence	07/20/2022	688.80 229.60
			Total for Check Number 13125:	918.40
13126	BBChambe 13137	Big Bear Chamber of Commerce Annual Membership Renewal	07/20/2022	125.00
			Total for Check Number 13126:	125.00
13127	55BBCSD 1054913 1054951	Big Bear City CSD FS282 Water Service FS282 Aux Bldg Water Service	07/20/2022	815.36 407.91
			Total for Check Number 13127:	1,223.27
13128	55BBCSD 802	Big Bear City CSD Training Center Electric Service	07/20/2022	450.17
			Total for Check Number 13128:	450.17
13129	Grizzly June Statement	Big Bear Grizzly Public Service Ads/Public Notices	07/20/2022	541.00
			Total for Check Number 13129:	541.00
13130	BBPaint 309642 309787	Big Bear Paint Center Paint/Supplies FS282 Paint/Supplies Adm Office	07/20/2022	32.96 194.82
			Total for Check Number 13130:	227.78
13131	BBUrgent 615	Big Bear Urgent Care 2/New Employee Physicals/Testing	07/20/2022	852.00
			Total for Check Number 13131:	852.00
13132	Bound June Statement	Bound Tree Medical, LLC Medical Supplies Restock	07/20/2022	2,607.62
			Total for Check Number 13132:	2,607.62
13133	MeleB 0000054	Brittany Melendez Transfer Meal Reimbursement	07/20/2022	13.28
			Total for Check Number 13133:	13.28
13134	JPIARegi	California JPIA	07/20/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PROP02147	22/23 All Risk Property Insurance Policy		30,708.00
			Total for Check Number 13134:	30,708.00
13136	CaMedMnt 080122	California Medical Maintenance Healthcare Technology Management Program	07/20/2022	3,876.88
			Total for Check Number 13136:	3,876.88
13137	caltool Jun Statement 1 Jun Statement 2	California Tool & Welding Supply FS281 Oxygen FS282 Oxygen	07/20/2022	366.89 635.41
			Total for Check Number 13137:	1,002.30
13138	CDupre 0000045	Cameron Dupre Transfer Meal Reimbursement	07/20/2022	13.28
			Total for Check Number 13138:	13.28
13139	04DWP 20220630 20220630A 20220630B 20220630C	CBBL Dept of Water FS281 Water Service FS281 Fire Spinkler System Water Service Boulder Bay FS Water Service Moonridge FS Water Service	07/20/2022	198.30 9.65 47.80 47.80
			Total for Check Number 13139:	303.55
13140	Charter 0294199063022	Charter Communications FS283 Enterprise TV	07/20/2022	128.11
			Total for Check Number 13140:	128.11
13141	Charter 0148579062622	Charter Communications FS281 Enterprise TV	07/20/2022	122.91
			Total for Check Number 13141:	122.91
13142	Charter 0153686062722	Charter Communications FS282 Enterprise Internet/Voice	07/20/2022	522.05
			Total for Check Number 13142:	522.05
13143	Charter 0153702062722	Charter Communications FS281 Enterprise Internet/Voice	07/20/2022	522.05
			Total for Check Number 13143:	522.05
13144	Charter 0223364062822	Charter Communications FS281 Enterprise Internet	07/20/2022	1,374.00
			Total for Check Number 13144:	1,374.00
13145	charter 0004775070122	Charter Communications Control Account Enterprise Services	07/20/2022	622.63
			Total for Check Number 13145:	622.63
13146	charter 0321562071022	Charter Communications FS284 Enterprise Internet/Voice	07/20/2022	159.97
			Total for Check Number 13146:	159.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13147	ConnPump 25514	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	07/20/2022	200.00
Total for Check Number 13147:				200.00
13148	CrystalR 12055 30 55933 8576046 Revised	Crystal Rodriguez Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement	07/20/2022	27.11 20.00 30.00 9.95
Total for Check Number 13148:				87.06
13149	DIY June Statement	DIY Home Center Hardware Supplies	07/20/2022	879.33
Total for Check Number 13149:				879.33
13150	E&WTheat 88-24	E & W Theatres On-Screen Advertising	07/20/2022	270.00
Total for Check Number 13150:				270.00
13151	Eagel 1-GS191138	Kal Tires, Inc. ME-4813 Tires/Installation	07/20/2022	1,929.03
Total for Check Number 13151:				1,929.03
13152	CovaE 20220630F 20220630G	Elijah Covarrubio Training Reimbursement Fire Inspector 1B Training Reimbursement Fire Inspector 1C	07/20/2022	360.00 360.00
Total for Check Number 13152:				720.00
13153	EMSTech 45591 45591	EMS Technology Solutions, LLC Annual Fleet Management Software License Annual Fleet Management Software License	07/20/2022	3,060.00 3,060.00
Total for Check Number 13153:				6,120.00
13154	FerrellG RNT9317472	FerrellGas FS282 Propane Tank Rental	07/20/2022	12.00
Total for Check Number 13154:				12.00
13155	Frontier 20220630H	Frontier Communications FS281 Fax Line	07/20/2022	59.20
Total for Check Number 13155:				59.20
13156	Frontier 20220630I	Frontier Communications FS282 Phone Service	07/20/2022	50.24
Total for Check Number 13156:				50.24
13157	Frontier 20220630J	Frontier Communications FS282 Aux Bldg Phone Service	07/20/2022	46.84
Total for Check Number 13157:				46.84
13158	Frontier 20220630K	Frontier Communications FS283 Phone Service	07/20/2022	192.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13158:	192.25
13159	GlobStar 000000033755931	Globalstar Satellite Phone Service	07/20/2022	110.05
			Total for Check Number 13159:	110.05
13160	Image200 533212	Image 2000 Copier Toner	07/20/2022	110.50
			Total for Check Number 13160:	110.50
13161	ChanJo 489256 490299	Joanne Chan Transfer Meal Reimbursement Transfer Meal Reimbursement	07/20/2022	20.00 30.00
			Total for Check Number 13161:	50.00
13162	FoxKen 894355678	Kenneth Fox Reimbursement/FS285 Laundry Wash Tower	07/20/2022	2,208.41
			Total for Check Number 13162:	2,208.41
13163	KlarK 20220630N	Kevin Klar Mutual Aid Mileage Reimbursement (Calf Canyon)	07/20/2022	1,230.84
			Total for Check Number 13163:	1,230.84
13164	Lance 50953	Lance, Soll & Lunghard, LLP 2022 Government Audit Interim Fieldwork	07/20/2022	4,500.00
			Total for Check Number 13164:	4,500.00
13165	LifeAssi June Statement	Life Assist Inc Medical Supplies Restock	07/20/2022	8,020.41
			Total for Check Number 13165:	8,020.41
13166	Ludecke 61003	Ludecke's Electrical Service, Inc. FS285 Electricial Circuit/Laundry Receptacle	07/20/2022	209.74
			Total for Check Number 13166:	209.74
13167	MercTire 89794	Mercer Automotive & Tire MA-281A Belts Replacement	07/20/2022	525.47
			Total for Check Number 13167:	525.47
13168	MissLin June Statement	Mission Linen Supply Shop Linen Service	07/20/2022	84.66
			Total for Check Number 13168:	84.66
13169	Haupt 20220630L 20220630M	Moonridge Fuel Fuel Fuel	07/20/2022	209.23 209.23
			Total for Check Number 13169:	418.46
13170	MountBev 29430 29454	Mountain Beverage Service Beverage Service/Supplies Beverage Service/Supplies	07/20/2022	135.00 209.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13170:	344.50
13171	Newkirk 12057 33	Nolan Newkirk Transfer Meal Reimbursement Transfer Meal Reimbursement	07/20/2022	28.20 17.48
			Total for Check Number 13171:	45.68
13172	kbhr 1260003766	Parallel Broadcasting Inc Radio Public Service Messaging	07/20/2022	218.40
			Total for Check Number 13172:	218.40
13173	PNCEquip 1463069 1463069	PNC Equipment Finance Type 1 Engine Semi-Annual Loan Payment Type 1 Engine Semi-Annual Loan Payment	07/20/2022	3,960.71 55,857.88
			Total for Check Number 13173:	59,818.59
13174	Neopost 20220630M	Quadient Finance USA,Inc Postage	07/20/2022	100.00
			Total for Check Number 13174:	100.00
13175	Quill 26083291 26310726	Quill Corporation Bulletin Board for Legal Postings Office Supplies Restock	07/20/2022	76.76 115.68
			Total for Check Number 13175:	192.44
13176	StapR 55932	Robert Stapp Transfer Meal Reimbursement	07/20/2022	30.00
			Total for Check Number 13176:	30.00
13177	SBCFuel FLT21/22-176 FLT21/22-176	San Bernardino County - Fleet Managemen Fuel Fuel	07/20/2022	3,933.77 4,678.85
			Total for Check Number 13177:	8,612.62
13178	SBCERA 20220718A	SBC Employees' Retirement Association SBCERA Loan Payment	07/20/2022	104,984.00
			Total for Check Number 13178:	104,984.00
13179	50SCAQMD 4019466	South Coast AQMD Flat Fee for Last FY Emissions	07/20/2022	151.85
			Total for Check Number 13179:	151.85
13180	50SCAQMD 4018234	South Coast AQMD ICE (50-500) EM Elect Gen-NG & LPG	07/20/2022	468.76
			Total for Check Number 13180:	468.76
13181	South 017367 508707 508708 508797 508804	South Coast LLC ME-281 Tool Mounting Frabrication E283 Radiator Leak & A/C System Repairs E282 Brake Issue & A/C System Repairs ME-282 Re-alignment ME-282 Annual Maintenance Service	07/20/2022	45,845.00 9,468.27 8,237.36 1,923.66 3,673.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13181:	69,147.90
13182	NAPA June Statement	Superior Automotive Warehouse Fleet Parts/Supplies	07/20/2022	1,636.94
			Total for Check Number 13182:	1,636.94
13183	TacFire 202201	Tactical Fire Equipment, LLC ME-281 Outfitting Parts/Supplies	07/20/2022	11,426.00
			Total for Check Number 13183:	11,426.00
13184	TriTech 358074	TriTech Software Systems Ambulance Billing Platform	07/20/2022	577.48
			Total for Check Number 13184:	577.48
13185	USBank June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement June Statement	US Bank Corporate Payment Systems Various Software License Renewals Various Training Courses Uniform Pieces/Boots Various Memberships Renewals AEDs; Confined Space Gas Monitor; Tools; Rep Stamps.com AC Bumper Assembly/Tailgate w/Camera Employee Appreciations: Retirement, Departure, Transfer Meal Reimbursement OnStar Board Meeting Refreshments/Supplies Hotel Deposit Refund; Airfairs; Rental Cars AO/EMT Recruitment UPS & USPS Postage/Delivery Fees FS283 K-Cup Coffee Maker Mutual Aid Travel (Calf Canyon/Hermit Peak/St New Employee Office Name Plate FS282 Fencing Materials	07/20/2022	1,515.60 1,747.79 1,064.96 277.10 11,544.49 24.99 1,777.88 1,348.86 291.67 64.99 101.18 1,194.82 136.61 385.28 217.49 11,634.36 28.44 290.36
			Total for Check Number 13185:	33,646.87
13186	BBTeleph 12712	Vatch Arouchian Outdoor Emergency FS Phones	07/20/2022	74.00
			Total for Check Number 13186:	74.00
13187	Waxie June Statement	Waxie Sanitary Supply Household Supplies	07/20/2022	318.48
			Total for Check Number 13187:	318.48
13188	WestFire 2010	S3 DVBE 33/Wildland Packs	07/20/2022	12,180.06
			Total for Check Number 13188:	12,180.06
13189	FortWm 489266 490296	William Fortes Transfer Meal Reimbursement Transfer Meal Reimbursement	07/20/2022	20.00 20.00
			Total for Check Number 13189:	40.00
13190	ModSpace	Williams Scotsman, Inc.	07/20/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9014353727	FS281 Temporary Office Space Rental		524.01
			Total for Check Number 13190:	524.01
			Total for 7/20/2022:	386,915.74
13191	VicMotor 20220721	Victorville Motors MA281 2022 Ram 3500 Reg Cab	07/21/2022	68,205.00
			Total for Check Number 13191:	68,205.00
			Total for 7/21/2022:	68,205.00
ACH	02EDD	California State Employment Development PR Batch 00003.07.2022 State Unemployment I PR Batch 00003.07.2022 State Income Tax	07/22/2022 PR Batch 00003.07.2022 Stat PR Batch 00003.07.2022 Stat	131.89 19,025.75
			Total for this ACH Check for Vendor 02EDD:	19,157.64
ACH	IRS	Department Of Treasury PR Batch 00003.07.2022 Federal Income Tax PR Batch 00003.07.2022 Medicare Employer PR Batch 00003.07.2022 Medicare	07/22/2022 PR Batch 00003.07.2022 Fed PR Batch 00003.07.2022 Med PR Batch 00003.07.2022 Med	46,823.17 4,908.23 4,908.23
			Total for this ACH Check for Vendor IRS:	56,639.63
13105	02FranTx	Franchise Tax Board PR Batch 00003.07.2022 California Tax Disburs	07/22/2022 PR Batch 00003.07.2022 Cali	100.00
			Total for Check Number 13105:	100.00
13106	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00003.07.2022 Lincoln Roth Flat Amo PR Batch 00003.07.2022 Lincoln 457 Flat Amou PR Batch 00003.07.2022 Lincoln 457 Percentagi	07/22/2022 PR Batch 00003.07.2022 Linc PR Batch 00003.07.2022 Linc PR Batch 00003.07.2022 Linc	75.00 550.00 591.93
			Total for Check Number 13106:	1,216.93
13107	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00003.07.2022 Apple 457 Paid Call Pa	07/22/2022 PR Batch 00003.07.2022 App	868.99
			Total for Check Number 13107:	868.99
13108	NatRetSo	Nationwide Retirement Solution PR Batch 00003.07.2022 Nationwide Roth Flat PR Batch 00003.07.2022 Nationwide Percentage PR Batch 00003.07.2022 Nationwide Flat Amou PR Batch 00003.07.2022 Nationwide Roth Perce	07/22/2022 PR Batch 00003.07.2022 Nati PR Batch 00003.07.2022 Nati PR Batch 00003.07.2022 Nati PR Batch 00003.07.2022 Nati	10.00 6,929.63 1,880.00 405.92
			Total for Check Number 13108:	9,225.55
13109	SBCProFF	San Bernardino County Professional Firefig PR Batch 00003.07.2022 Union Dues Local 935	07/22/2022 PR Batch 00003.07.2022 Uni	2,656.50
			Total for Check Number 13109:	2,656.50
13110	SBCERA	SBC Employees' Retirement Association PR Batch 00003.07.2022 SBCERA ER Contribu PR Batch 00003.07.2022 SBCERA ER Cont. T2	07/22/2022 PR Batch 00003.07.2022 SBC PR Batch 00003.07.2022 SBC	106,811.51 7,147.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00003.07.2022 SBCERA EE General	PR Batch 00003.07.2022 SBC	424.99
		PR Batch 00003.07.2022 Survivor SBCERA ER	PR Batch 00003.07.2022 Surv	20.93
		PR Batch 00003.07.2022 SBCERA EE Safety Ti	PR Batch 00003.07.2022 SBC	14,017.99
		PR Batch 00003.07.2022 SBCERA EE Tier 2	PR Batch 00003.07.2022 SBC	16,455.80
		PR Batch 00003.07.2022 Survivor SBCERA Em	PR Batch 00003.07.2022 Surv	20.93
Total for Check Number 13110:				144,899.43
Total for 7/22/2022:				234,764.67
ACH	Mote July Stipends	Bynette Mote 07/19/2022 Administrative Committee Meeting	07/28/2022	130.00
Total for this ACH Check for Vendor Mote:				130.00
13192	triton 2022-279	AP Triton LLC Fire Prevention Fee Feasibility Study	07/28/2022	14,800.00
Total for Check Number 13192:				14,800.00
13193	Atkinson 655426	Atkinson, Andelson, Loya, Ruud & Romo Investigation Services	07/28/2022	1,722.50
Total for Check Number 13193:				1,722.50
13194	RogeD 1009377.002	Dan Rogers Training Reimbursement PC832 Arrest Course	07/28/2022	252.00
Total for Check Number 13194:				252.00
13195	HutchinD 20220728A 20220728B	Dawn Hutchinson Mutual Aid Mileage Reimbursement (SWCC Su Mutual Aid Mileage Reimbursement (Calf Cany	07/28/2022	194.25 516.72
Total for Check Number 13195:				710.97
13196	DIY May Statement	DIY Home Center Hardware Supplies	07/28/2022	665.68
Total for Check Number 13196:				665.68
13197	FFBank 20220728	First Foundation Bank Loan 60299800 2021 TRAN Final Interest Paym	07/28/2022	2,082.33
Total for Check Number 13197:				2,082.33
13198	MountWat 9196-1 9243-1 9515-1	Mountain Water Company Bottled Water Service Bottled Water Service Bottled Water Service	07/28/2022	40.00 8.00 32.00
Total for Check Number 13198:				80.00
13199	MoreTad 20220728C 20220728D	Tad Morelock Mutual Aid Mileage Reimbursement (SWCC Su Mutual Aid Mileage Reimbursement (Calf Cany	07/28/2022	219.96 885.11
Total for Check Number 13199:				1,105.07
13200	APlumb N-1828-B	A Plumbing & Heating Inc FS285 Backflow Test	07/28/2022	85.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13200:	85.00
13201	FirstAid C-1594 C-1597 C-1598	Accurate First Aid Services, LLC FS283 On-site First Aid & Compliance Service FS282 On-site First Aid & Compliance Service FS281 On-site First Aid & Compliance Service	07/28/2022	94.71 98.47 82.18
			Total for Check Number 13201:	275.36
13202	ZieglerA July Stipends	Al Ziegler 07/19/2022 Administrative Committee Meeting	07/28/2022	130.00
			Total for Check Number 13202:	130.00
13203	AllStar 241259 241260 241356	All Star Fire Equipment Helmet and Shield (PIO) 8/Red Hose Packs Wildfire Helmet & Ear/Neck/Face Protector	07/28/2022	369.73 906.50 143.74
			Total for Check Number 13203:	1,419.97
13204	BVElect 20220728E	Bear Valley Electric FS282 Electric Service	07/28/2022	1,659.04
			Total for Check Number 13204:	1,659.04
13205	BVElect 20220728F	Bear Valley Electric FS282 Aux Bldg Electric Service	07/28/2022	115.86
			Total for Check Number 13205:	115.86
13206	BVElect 20220728G	Bear Valley Electric FS283 Electric Service	07/28/2022	809.48
			Total for Check Number 13206:	809.48
13207	55BBCSD 1070580	Big Bear City CSD FS285 Water Service	07/28/2022	98.34
			Total for Check Number 13207:	98.34
13208	55BBCSD 803	Big Bear City CSD LAFCO Apportionment FY 2022/23	07/28/2022	3,153.51
			Total for Check Number 13208:	3,153.51
13209	55BBCSD 804	Big Bear City CSD UAL Retiree Medical Groups	07/28/2022	17,338.00
			Total for Check Number 13209:	17,338.00
13210	BCarp 40225	Brandon Carpenter Transfer Meal Reimbursement	07/28/2022	8.04
			Total for Check Number 13210:	8.04
13211	BraunNW 33341	Braun NW, Inc. MA-282 Replacement Warning Light LED	07/28/2022	413.28
			Total for Check Number 13211:	413.28
13212	Butc	Butcher's Block & Building Material	07/28/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	July Statement	Building/Facilities Supplies		32.43
			Total for Check Number 13212:	32.43
13213	52Confir 2022-03 2022-03 2022-03	Confire JPA July-Sept 2021 Dispatch Services/Info Tech Serv July-Sept 2021 Dispatch Services/Info Tech Serv July-Sept 2021 Dispatch Services/Info Tech Serv	07/28/2022	5,382.47 16,147.42 43,059.80
			Total for Check Number 13213:	64,589.69
13214	ConnPump 25633	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	07/28/2022	200.00
			Total for Check Number 13214:	200.00
13215	Cypher C-22-170944	Cypheron Healthcare Solutions Ambulance Billing Service	07/28/2022	5,795.99
			Total for Check Number 13215:	5,795.99
13216	DAC 2158	DAC Automated Gates & Garage Doors LL FS281 Apparatus Bay Door Repair	07/28/2022	625.00
			Total for Check Number 13216:	625.00
13217	GlobStar 000000035241345	Globalstar Satellite Phone Service	07/28/2022	137.15
			Total for Check Number 13217:	137.15
13219	GreenJo July Stipends	John Green 07/19/2022 Administrative Committee Meeting	07/28/2022	130.00
			Total for Check Number 13219:	130.00
13220	LNCurtis INV612479 INV614063	LN Curtis & Sons Inc Chain Saw Tools Holder Portable Water Tank Replacement	07/28/2022	297.49 2,212.14
			Total for Check Number 13220:	2,509.63
13221	MountBev 29462	Mountain Beverage Service Beverage Service/Supplies	07/28/2022	50.71
			Total for Check Number 13221:	50.71
13222	MountWat 9333 9333-3 9333-4	Mountain Water Company Bottled Water Service Bottled Water Service Bottled Water Service	07/28/2022	64.00 16.00 16.00
			Total for Check Number 13222:	96.00
13223	MercadoN 000009 493369	Nicholas Mercado Transfer Meal Reimbursement Transfer Meal Reimbursement	07/28/2022	20.00 30.00
			Total for Check Number 13223:	50.00
13224	Nixon 10393917	Nixon Peabody LLP FY2022/23 TRAN Bank Counsel Services	07/28/2022	10,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13224:	10,000.00
13225	Odyssey 121837	Odyssey Power Annual Stations Generator Maintenance	07/28/2022	1,180.00
			Total for Check Number 13225:	1,180.00
13226	HerrR July Stipends	Rick Herrick 07/19/2022 Administrative Committee Meeting	07/28/2022	130.00
			Total for Check Number 13226:	130.00
13227	03FirCUp IN0165929	San Bernardino County Fire Protection Dist FS282 Annual CUPA HazMat Facility Permit	07/28/2022	455.00
			Total for Check Number 13227:	455.00
13228	SWGAS 20220728H 20220728I 20220728J 20220728K 20220728L 20220728M 20220728N 20220728O	Southwest Gas Corporation FS281 Natural Gas Service FS282 Natural Gas Service FS282 Aux Bldg Natural Gas Service FS283 Natural Gas Service FS285 Natural Gas Service Boulder Bay FS Natural Gas Service Moonridge FS Natural Gas Service Training Center #C Natural Gas Service	07/28/2022	145.72 151.64 89.96 42.18 36.54 11.00 84.67 11.00
			Total for Check Number 13228:	572.71
13229	CounTeam 82966	The Counseling Team International New Employee Psychological Assessment	07/28/2022	300.00
			Total for Check Number 13229:	300.00
13230	VeriWire 9910974144	Verizon Wireless Cell/Phone Service	07/28/2022	1,732.01
			Total for Check Number 13230:	1,732.01
13231	WardZac 20220728P	Zachary Ward Transfer Meal Reimbursement	07/28/2022	20.91
			Total for Check Number 13231:	20.91
			Total for 7/28/2022:	135,661.66
			Report Total (145 checks):	1,169,717.14

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
August 2, 2022**

A Regular Meeting of the Big Bear Fire Authority was called to order by Interim Board Secretary Tiffany Swantek at 5:00 p.m., Tuesday, August 2, 2022, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Director Rick Herrick
 Director Bynette Mote
 Director Randall Putz
 Director Bob Rowe
 Director John Russo
 Director Larry Walsh
 Director Al Ziegler

Board Members Absent: Board Chair John Green
 Vice Chair Perri Melnick
 Director Alan Lee

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Assistant Chief/Fire Marshal
 Kristin Mandolini, Director of Business Services
 Tiffany Swantek, Interim Board Secretary
 Lutfi Kharuf, Esq., Best, Best & Krieger

OPEN SESSION

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:00 p.m. by Interim Board Secretary, Tiffany Swantek, and roll call was taken.

Action: In the absence of the Board Chair and Vice Chair, Director Herrick made a motion for Director Walsh to chair this meeting. The motion was seconded by Director Putz. The motion for Director Walsh to chair the Regular Meeting of the Big Bear Fire Authority on August 2, 2022 was approved as follows:

AYES: Herrick, Mote, Putz, Rowe, Russo, Ziegler
NOES: Walsh
ABSENT: Green, Lee, Melnick
ABSTAIN: None

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Ziegler

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

ANNOUNCEMENTS & UPCOMING EVENTS

Big Bear Sheriff's Station is hosting National Night Out on August 2, 2022 from 5:00 p.m. to 8:00 p.m. in their parking lot located at 477 Summit Blvd., Big Bear Lake. Big Bear Fire Department will participate with the display of an engine and booth with giveaways for the public.

The Big Bear Lake Elks Lodge will be hosting Bear Valley Firefighters' Appreciation Night on August 17, 2022 at 5:00 p.m. at the Elks Lodge.

Big Bear Professional Firefighters' Association is hosting their annual golf tournament, "Sink Some for Charity," on August 28, 2022 with a 9:00 a.m. shotgun start at Bear Mountain Golf Course.

The Big Bear Fire Authority's Administrative Office will be closed on Monday, September 5, 2022 in observance of Labor Day, and will reopen on Tuesday, September 6, 2022 at 8:00 a.m.

PRESENTATIONS

- 1. Firefighter Oath of Office**
 - Captain Andrew Crane, Recognition of Promotion
- 2. Recognition for 5 Years of Service**
 - Director of Business Services Kristin Mandolini
 - Firefighter/Paramedic Rob Sandin
 - Firefighter/Paramedic William Walthers
- 3. Recognition for 20 Years of Service**
 - Captain Mitch Hollenbaugh

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

Director Herrick is thankful for the rain; it is much needed.

Director Walsh advised that there will be a blood drive on Friday, August 12, 2022, from 9:00 a.m. to 2:00 p.m. at Bear Valley Community Hospital.

GENERAL PUBLIC COMMENT – *Members of the public who wish to comment on topics not included on the agenda or comment on agenda items are invited to provide comments in either of the methods described above.*

None.

CHIEF'S REPORT

Chief Willis reported that firefighter promotional examinations were administered. Chief advised the examinations resulted in four employees being eligible for acting firefighter positions. Chief reported that firefighter fitness training was conducted by On Duty Health, stating that 25 employees tested at the fit firefighter level or above. Chief noted that Redlands Fire Department continues to be very appreciative of our lend of an Alternate Transport Vehicle in response to the ambulance shortage taking place in the Valley and Desert areas. Chief stated Redlands Fire Department reported some minor mechanical issues they took care of, and that they also had successful emergency responses. Chief recapped that the Board approved the purchase of a structure engine more than a year ago with Pierce Manufacturing winning the bid, and advised that Department personnel had recently attended an on-site visit in Wisconsin to conduct performance testing and overall quality control. Chief advised that the engine will be sent to South Coast Fire Equipment in Ontario to have equipment mounted and stated that operational training will take place after that. Chief is hopeful the new engine will be in service toward the end of September, and an in-service ceremony will be scheduled. Chief reported that the Big Bear Professional Firefighters' Association hosted a blood drive with LifeStream on July 19 at Station 281. Chief advised that we were a little low on the target goal, and we will market more heavily for the next blood drive to garner more community participation. Chief talked about the blood shortage locally in San Bernardino and Riverside counties. Chief Willis stated Chairman Green signed a proclamation for Judi Bowers, recognizing her retirement after 35 years of journalism service. Chief announced that the Big Bear Professional Firefighters' Association will be hosting their annual golf tournament, which is their major fundraiser, on August 28. Chief reported that curbside chipping is being made available Valley-wide thanks to a partnership with Rim Fire Safe Council who acquired sufficient grant funding to go forward with the program this year.

Chief introduced Jim Caryl from Air Methods/Mercy Air, stating that the concept of an air medical ship was developed five years ago. Chief reported that the original goal with Air Methods was 24 missions per month, which has been exceeded every month except for the first month since entering into the contract with Air Methods. Chief introduced Jim Caryl, who thanked the Department for the partnership and talked about transports averaging in the high 30's every month, which is right where we want to be. Chief Willis reported on his visit to Air Methods' Innovation Center in Colorado, stating that he was impressed with the facility. Video footage from Air Methods highlighting the Big Bear airship was shown to the audience. Chief reported on the advanced technology of Air Methods, and stated that their dispatch center has flight following capability with direct communication to pilots while they are in flight. Chief commented that the training center at Air Methods is on the "bleeding edge," with virtual reality scenarios on all types of patients. Chief announced that starting on August 3, the Big Bear airship will be carrying blood and plasma that can be administered in flight to help with oxygen saturation on patients as they are being transported. Flight Paramedic Zach Keough demonstrated the equipment and described the supplies that will be carried. Flight Paramedic Keough discussed how unused blood supplies could be transferred to various medical facilities as coordinated through the American Red Cross so the blood does not expire. Jim Caryl talked about leveraging new technology and the development by Air Methods of a future drone program for transfer of blood supplies in remote areas. Chief Willis introduced Amanda Garcia and Jason Johnston from Air Methods. Jason handles operations and Amanda coordinates business services.

FINANCE OFFICER'S REPORT

Director of Business Services, Kristin Mandolini, presented the finance report as of May 31, 2022.

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 04/01/22 through 06/30/22 in the amount of \$3,484,192.46**
- FA2. Approval of Meeting Minutes from the June 7, 2022 Regular Meeting of the Big Bear Fire Authority**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Reports for April and May of 2022**
- FA4. Board Approval to Rescind Resolution No. BBFA2021-003 and adopt Resolution BBFA2022-005 to Appoint and Designate a New Fire Authority Board Secretary**

Board consideration of Resolution BBFA2022-005 to appoint Tiffany Swantek to serve as Secretary of the Board of Directors of the Big Bear Fire Authority, and rescind Resolution No. BBFA2021-003.

Approve the following Resolution entitled:

RESOLUTION NO. BBFA2022-005
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, APPOINTING AND DESIGNATING
AN AUTHORITY SECRETARY AND RESCIND RESOLUTION
NO. BBFA2021-003.

- FA5. Board Approval of Resolution BBFA2022-006 Authorizing Electronic Submission and Electronic Signatures for Government Claims Act Purposes**

Board consideration of Resolution BBFA2022-006 for adoption of Electronic Signature Use Policy and further consideration to accept electronic submission and signatures.

Approve the following Resolution entitled:

RESOLUTION NO. BBFA2022-006
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY ADOPTING AN ELECTRONIC
SIGNATURE USE POLICY AND AUTHORIZING
ELECTRONIC SUBMISSION AND ELECTRONIC
SIGNATURES FOR GOVERNMENT CLAIMS ACT PURPOSES

FA6. Board Approval to Execute Amendment Updating the Terms and Conditions of the Air Medical Services and Support Agreement with Air Methods Corporation

Board consideration to authorize the Fire Chief to execute the First Amendment to the Amended and Restated Air Medical Services and Support Agreement dated July 7, 2022 by and between Air Methods Corporation and Big Bear Fire Authority.

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

AYES: Herrick, Mote, Putz, Rowe, Russo, Ziegler, Walsh
NOES: None
ABSENT: Green, Lee, Melnick
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

PUBLIC HEARING

None.

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA7. Introduction of Ordinance BBFA2022-001 Authorizing Ambulance Service Fee Increase to be Considered for Adoption at a Public Hearing on October 4, 2022

Board consideration to introduce proposed Ordinance BBFA2022-001 that increases Ambulance Service Fees for Big Bear Fire Authority, waiving the full reading and introduce Ordinance by reading title only:

ORDINANCE NO. BBFA2022-001
AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, INCREASING AMBULANCE
SERVICE FEES

Chief Willis provided background, recapping the annual process of adopting ambulance service fees as set by Inland Counties Emergency Medical Agency (ICEMA), and explained that the updated ICEMA fee schedule is typically received during the month of June but not in a timely fashion to put it on the agenda for the regularly scheduled June meeting of the Big Bear Fire Authority. Counsel Lutfi Kharuf explained the proposal to adopt the current fee schedule by ordinance, as is required by the Health & Safety Code, and adopt a pass-through authority which will allow future ICEMA fee schedules to be authorized by resolution, rather than ordinance.

Discussion regarding procedures if there is a decrease in future fees, and periodically reverting to an ordinance at time intervals determined by the Board took place. Questions were answered by Counsel Lutfi Kharuf.

Action: A motion was made by Director Herrick and seconded by Director Mote to approve staff recommendation and introduce Ordinance No. BBFA2022-001. Director Herrick read the title only of Ordinance No. BBFA2022-001 into the record.

Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Russo, Ziegler, Walsh
NOES: None
ABSENT: Green, Lee, Melnick
ABSTAIN: None

FA8. Introduction of Policy Requiring New Development to Offset or Mitigate Negative Fiscal Impacts on Big Bear Fire Authority Operations

Board consideration adopting proposed policy of intent while further procedural details for a community facilities district can be researched and finalized.

Chief Willis gave an overview on the need for Fire Department staffing with regard to new construction that exceeds 5,000 square feet, and talked about his previous discussions on this topic with prior City Managers. Chief Willis presented PowerPoint presentations on National Fire Protection Agency (NFPA) standards and Department staffing/workload levels. Counsel Lutfi Kharuf explained the Board's ability to adopt a policy that would put contractors seeking construction permits for developments over 5,000 square feet on notice that they may be required to mitigate future negative fiscal impacts of their development with regard to the Fire Department's operations.

Counsel Kharuf responded to questions from Board members regarding this policy being passed on to contractors of new development (and not being made retroactive), whether residential properties would be included in the policy, and how negative fiscal impacts would be mitigated by contractors.

Discussion ensued as to how contractors would be notified of the policy through the permit process with the City of Big Bear Lake, how they would know the amount of the cost that they may be required to mitigate, and other alternate sources of revenue to the Fire Department. Further discussion took place as to what could happen and options under the Fire Chief's authority if the policy were not adopted at this time, and that there is a need for a fee study going forward. Staff and counsel responded to questions from the Board.

Action: Motion by Director Putz, seconded by Director Herrick to approve the Policy Requiring New Largescale Development to Offset or Mitigate Negative Fiscal Impacts on Big Bear Fire Authority Operations as presented.

Said Motion was approved by the following vote:

AYES:	Herrick, Putz, Rowe, Russo, Ziegler, Walsh
NOES:	Mote
ABSENT:	Green, Lee, Melnick
ABSTAIN:	None

The Board took a short recess at this point.

FA9. In House Annual Fire Hazard Abatement Inspections and Mandated Reporting

Board consideration of creating one simple program to bring fire hazard abatement inspections in house, and additionally include Senate Bill 1205 mandated inspections and Assembly Bill 38 inspections, to facilitate a higher rate of compliance while offsetting operating costs.

Chief Willis recapped prior Board and Administrative Committee discussions regarding the topic. Chief summarized California Assembly Bill 38 and Senate Bill 1205, and reviewed proposed budgets and procedures with Board members.

Discussion ensued regarding costs currently being paid to the County to perform abatement inspections, risk of fire associated with properties in violation of abatement requirements, inspections on commercial properties, proposed procedures for implementation of correction orders and/or fines, number of personnel required to bring a program in house, timing of abatement and commercial inspections, safety concerns of inspectors in the field, whether the program can be outsourced in the future should the need arise if it is brought in

house now, and a process for appeal. Staff answered questions from members of the Board.

Action: Motion by Director Walsh, seconded by Director Rowe, to: (1) authorize the Fire Chief to make initial preparation to bring the Fire Hazard Abatement program in house for the fiscal year 2023/2024; (2) develop job descriptions for Fire Inspector, Fire Prevention Specialist, and Administrative Assistant; (3) Prepare mid-year budget adjustment to cover initial program expense of 4th quarter of fiscal year 2022/2023; (4) return the above items to the Board for the October 4, 2022 meeting.

Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Russo, Ziegler
NOES: Walsh
ABSENT: Green, Lee, Melnick
ABSTAIN: None

COMMITTEE REPORTS

A Fire authority Administrative Committee Meeting was held on July 19, 2022, represented by Board Chair Green, Director Herrick, Director Mote, and Director Ziegler.

Chief Willis reported that the matter of Board member compensation for meeting attendance is deferred until a job class study is performed Department-wide, and that the reserve shown on the recent fund balance allocation is a cash flow reserve.

DIRECTORS' CLOSING COMMENTS

Director Mote reminded everyone that Tour de Big Bear is August 6. Mayor Herrick will be riding in the event. Director Mote will be hosting the Family Fun Ride and possibly participating in the Glow Ride. She asked everyone to support the event.

Director Herrick advised that 2,000 bicycle riders will be on the roads for Tour de Big Bear, starting Saturday morning. Director Herrick invited everyone to come out and ride with him on the 50-mile course, leaving about 8:00 in the morning. Director Herrick asked for everyone to watch for bicyclists on the road over the weekend.

Director Putz reported that he attended the California Joint Powers Insurance Agency (CJPIA) executive board meeting on behalf of the City, and was impressed with the organization and their facility. Director Putz stated he feels comfortable that the organization will have our back if the need arises.

Director Walsh reported that he attended the CJPIA executive board meeting on behalf of the Fire Authority. There are 123 members in CJPIA, and 80 were in attendance. The current budget of CJPIA is \$131 million, with expected income of \$133 million. The goal of CJPIA is to try to

minimize risk. Director Walsh advised that fire insurance at CSD has gone haywire with premium increases trickling down to smaller agencies, and they may be looking into alternate sources of insurance. However, CSD would be considered to be new on the block and could end up paying more because they have no record of claims and payment is based on track record. Director Walsh noted that as soon as there is an accident, rates start adjusting.

CLOSED SESSION PUBLIC COMMUNICATIONS: (Any member of the public is entitled to speak on Closed Session Agenda item. If you wish to address any other items listed on the Agenda, you must do so during Open Session.)

CLOSED SESSION

- 1. Public Employee Performance Evaluation (Government Code §54957)
Title: Fire Chief**

REPORT FROM CLOSED SESSION

No reportable action.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Director Walsh adjourned the meeting at 9:05 p.m.

Tiffany Swantek
Board Secretary



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: September 21, 2022

TO: Board Chair and Directors of the Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Tiffany Swantek, Board Secretary *TS*

SUBJECT: JUNE 2022 FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

1. SERVICE DELIVERY

Year-to-date Incident by Call Type percentages (see attached report).

1.1 Call types by Month and Year-to-Date

		Current Month	Calendar Year to Date
1.2.1	Fire Calls, Hazardous Conditions, Service Calls	123	721
1.2.2	Rescue/Medical Calls	269	1,843
1.2.3	Medical Flight Missions	40	175
1.2.4	Training Class Summary (hours)	823	2,778.5
1.2.5	Plan Check/Fire Letter	23	103
1.2.6	Chipping Requests (2020 Suspended)	--	--
1.2.7	Trees Removed/Reimbursed Through Grant	0	1
1.2.8	Hazardous Tree Removal Notice to Proceed	0	0
1.2.9	Hazardous Tree 1 st Abate Notice/Order	0	2
1.2.10	Hazardous Tree 2 nd & Final Abate Notice/Order	1	1
1.2.11	Tree Abatement Issues Resolved	0	1
1.2.12	Hazard Abatement Notices Sent (County)	--	2,143 (2021)

2. COMMUNITY RELATIONS

- 2.1 June 30 – Personnel with Engine 283 gave a presentation for the students at Beyond the Bell.

3. OPERATIONS

- 3.1 Chief Willis, Assistant Chief Maltby, and/or Director of Business Services Mandolini attended the following meetings during the reporting month:

- Air Methods Corporation Contract Meeting via Teams – June 1
- Meet with Philip Salazar, County Land Use Services Department regarding 2022 Fire Hazard Abatement – June 1
- Fourth of July Multi-Agency Pre-Operations Meeting – June 2
- California Fire Chiefs Association (CFCA) - Fire Districts Association of California (FDAC) Joint Legislative Task Force Zoom Meeting – June 3
- Community Services District Board Meeting – June 6
- City of Big Bear Lake Council Meeting – June 6 and 20
- Meet with Supervisor Dawn Rowe to discuss current events and potential projects affecting Big Bear - June 7
- Fire Protection District Board Meeting – June 7
- Big Bear Fire Authority Board Meeting – June 7
- City of Big Bear Lake Development Review Committee Meeting – June 8
- San Bernardino County Ambulance Operating Areas Request for Proposal and Pre-Release Workshop – June 10
- California Special Districts Association Meeting with Senior Public Affairs Field Coordinator – June 14
- Air Methods Corporation Pricing Update Meeting via Teams – June 14
- Mountain Mutual Aid – June 14
- San Bernardino County Arson Task Force Fireworks Enforcement Meeting – June 16
- Summer Local Construction/Utility Coordination Meeting – June 16
- City of Big Bear Lake Development Review Committee Meeting – June 22
- Air Methods Medical Director Meeting via Teams – June 24
- Meeting with Evan Rayner, CEO of Bear Valley Community Hospital regarding business relations and ambulance service – June 27
- Big Bear Fire Authority Entrance Meeting with Vincent Parisi regarding Fiscal Year 2021/2022 Interim Audit via Zoom – June 27
- Big Bear Fire Authority Exit Meeting with Vincent Parisi regarding Fiscal Year 2021/2022 Interim Audit via Zoom – June 29
- Business trip to Air Methods Customer Innovation Center (Denver, CO) – June 29-30

3.2 Battalion Chief Parham attended the following meetings/trainings during the reporting month:

- San Bernardino County Emergency Medical Care Committee (EMCC) Ambulance Exemption Policy Subcommittee Meeting – June 6 and 15
- CONFIRE Communications and Support Meeting – June 7
- Emergency Medical Services Officers Meeting – June 8

3.3 Battalion Chief Wagner attended the following meetings/trainings during the reporting month:

- None

3.4 Battalion Chief Rogers attended the following meetings/trainings during the reporting month:

- Red Helmet Training: Fire Investigator 1C – June 20-24

4. HEALTH AND SAFETY

4.1 June 13 – EMS Training/Skills Lab (CPAP/IO and Quarterly Intubations) was conducted for B Shift.

4.2 June 13, 15, 17 – On Duty Health provided Department Fitness Testing comprised of body composition, maximum pull-ups, push-ups, vertical jump, plank, grip strength, maximum rate of oxygen (max VO₂), maximum squats in four minutes with 50 lb. vest, flexibility, and lung capacity.

4.3 June 14 – EMS Lecture Presented by Loma Linda Physician regarding Loma Linda Resident Training.

4.4 June 21 – EMS Training/Skills Lab (CPAP/IO and Quarterly Intubations) was conducted for C Shift.

4.5 June 29 – EMS Training/Skills Lab (CPAP/IO and Quarterly Intubations) was conducted for A Shift.

5. ADVERTISING, PRESS RELEASES AND SOCIAL MEDIA

5.1 June – The following advertisements were placed:

- “Ambulance Membership” KBHR
- “Let’s Get Something Clear” Big Bear Now
- “Let’s Get Something Clear” Big Bear Grizzly Newspaper (see attached)

- 5.2 June – The following press release(s) were issued:
- 06/14/22 – Big Bear City Residential Structure Fire, 900 block of East Country Club, Big Bear Lake (see attached)
 - 06/29/22 – Shed at Big Bear Lake Residence on Fire, 400 block of Jeffries Road, Big Bear Lake (see attached)
- 5.3 June – The following social media posts were placed:
- 06/09/22 – We are Hiring Ambulance Operator/EMT's and Ambulance Operator/Paramedics
 - 06/09/22 – Recognition of Firefighter Dmytriw for 5 years of service; Spirit Award to Firefighter Rob Sandin
 - 06/13/22 – Suppression Crews working residential fire in 900 block of East Country Club, Big Bear City
 - 06/21/22 – Final Tones Ceremony for retired Captain, David Jayne
 - 06/27/22 – We are Hiring Ambulance Operator/Paramedics
 - 06/28/22 – Report Illegal Fireworks

6. PERSONNEL

- 6.1 June 17 – Written examinations for Firefighters was conducted.
- 6.2 June 20 – Written examinations for Ambulance Operator/Emergency Medical Technician was conducted.
- 6.3 June 21 – A Final Tones ceremony was held for retiring Captain, David Jayne.
- 6.4 June 23 – Ambulance Operator/Emergency Medical Technicians skills testing was conducted.

7. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 7.1 June 21 – Assistant Chief Maltby and Board Secretary/PIO Swantek attended the Bear Valley Electric Service Annual Public Safety Power Shutoff (PSPS) Functional Exercise via Zoom.
- 7.2 June 22 – Board Secretary/PIO Swantek attended Drafting and Implementing an Effective Digital Imagery Policy via zoom.
- 7.3 June 28 – Facilities and Systems Manager Dickerson attended an Elections Infrastructure Information Sharing and Analysis Center/Multi-State Information Sharing and Analysis Center (EI/MS-ISAC) meeting for government agencies to discuss current and projected cyber security threats via WebEx.

8. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

- 8.1 June 6 – Captain Mandolini, Engineer/Paramedic Willis, and Firefighter/Paramedic Dmytriw were assigned to the Hesperia Incident
- 8.2 June 12-16 – Captain Curtis, Engineer/Paramedic Willis, and Firefighter/Paramedic M. Sheehan were assigned to the Sheep Incident.

9. MISCELLANEOUS

None.

10. CORRESPONDENCE

- 10.1 June 15 – A letter signed by Chief Willis was sent to Fire Chief Dave Williams of the Chino Valley Fire District thanking him for allowing Captain Scott Poskitt to assist Big Bear Fire Authority with Captain Practical Examinations on April 4 (see attached).
- 10.2 June 15 – A letter signed by Chief Willis was sent to Fire Chief Tim McHargue of the Colon Fire Department thanking him for allowing Captain Luke Granger to assist Big Bear Fire Authority with Captain Practical Examinations on April 4 (see attached).
- 10.3 June 15 – A letter signed by Chief Willis was sent to Fire Chief Mike McCliman of the Rancho Cucamonga Fire Department thanking him for allowing Battalion Chief Ron Seymour to assist Big Bear Fire Authority with Captain Practical Examinations on April 4 (see attached).

TRAINING SUMMARY REPORT 06/01/2022 - 06/30/2022

COMPANY TRAINING DOCUMENTATION	HOURS
Emergency Ops	35
Emergency Ops, Fire Pump, Fire Suppression, Hose, Pre/Post Incident	4
Emergency Ops, Fire Suppression, Hydrants/Streets, Water Supply	6
Emergency Ops, Pre/Post Incident	11
Emergency Ops, Pre/Post Incident, Preventative Maintenance	3
Fire Pump	3
Fire Pum, Fire Suppression, Hydrants/Streets, Water Supply	4.5
Fire Pump, Hose, Hydrants/Streets, Water Supply	4
Fire Suppression	12
Fire Suppression, Hose, Physical Fitness	6
Physical Fitness, Preventative Maintenance	31.5
Technical Rescue	6
TOTAL COMPANY TRAINING DOCUMENTATION HOURS	126

EMS	HOURS
EMS Advanced Airways: Intubation and Beyond	2
EMS Altitude Emergencies	2
EMS Amputation Injuries Advanced	2
EMS Assessing the Patient with Major Trauma	2
EMS Back Injury Prevention	1
EMS Bariatric Patients	2
EMS Behavioral Emergencies Advanced	1
EMS Bleeding and Shock Advanced	1
EMS Burn Management Advanced	2
EMS Complete Resuscitation: Integrating Post-Care Advanced	2
EMS Crime Scene Awareness	2
EMS Cultural Diversity for EMS Providers	2
EMS Date Rape Drugs	2
EMS Endocrine System Emergencies Advanced	2
EMS Femur Fractures	1
EMS Gunshot Wounds	4
EMS Hazard Communication	1
EMS MRSA Infections	1
EMS Patient Assessment Basic	1
EMS Tracheostomies Advanced	1
EMS Training Documentation	40.5
EMS Traumatic Head and Brain Injuries Advanced	2
EMS Traumatic Injury During Pregnancy	2
EMS Understanding the Basics of ECGs	1
TOTAL EMS HOURS	79.5

TRAINING SUMMARY REPORT 06/01/2022 - 06/30/2022

MISCELLANEOUS	HOURS
Chief Officer 3A	30
Company Officer 2C	40
Company Officer 2E	80
Computer Security Awareness	3
Driver Training Documentation	15
Electrical Safety	2
Fire Inspector 1C	40
Fire Investigation 1C	40
Hearing Conservation	1
MCI Pre-Course Videos BBFD	3
NFPA 1500 Confined Space Entry	1
NFPA 1500 Hazard Communication	1
Pathophysiology	24
Rescue Systems 2	80
S-219 Firing Ops Wildland	72
Wildland Refresher Training 2022 RT-130	185.5
TOTAL MISCELLANEOUS HOURS	617.5

TOTAL TRAINING HOURS	823
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Incident Type Report 06/01/22 - 06/30/22

1 Fire	Count	Est. Prop. Loss	Est. Content Loss	Total Est. Loss	%
100 - Fire, other	1				
111 - Building Fire	4	\$39,500	\$31,500	\$71,000	99.3
131 - Passenger vehicle fire	1	\$500	\$0	\$500	0.7
140 - Natural vegetation fire, other	1				
142 - Brush or brush-and-grass mixture fire	2				
150 - Outside rubbish fire, other	1				
160 - Special outside fire, other	1				
Incident Count	11	\$40,000	\$31,500	\$71,500	100%

3 Rescue & Emergency Medical Service Incident	Count
321 - EMS call, excluding vehicle accident	205
322 - Motor vehicle accident with injuries	3
323 - Motor vehicle/pedestrian accident	1
324 - Motor vehicle accident with no injuries	4
Interfacility Transfers	56
Incident Count	269

4 Hazardous Condition	Count
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	2
480 - Attempted burning, illegal action, other	1
Incident Count	5

5 Service Call	Count
510 - Person in distress, other	1
522 - Water or steam leak	1
531 - Smoke or odor removal	1
550 - Public service assistance, other	14
553 - Public service	3
561 - Unauthorized burning	4
Incident Count	24

6 Good Intent Call	Count
600 - Good intent call, other	3
611 - Dispatched and cancelled en route	10
611A - Alarm: Dispatched & Cancelled Enroute	11
611E - EMS: Dispatched & Cancelled Enroute	22
611 G - Veg Fire: Dispatched & Cancelled Enroute	2
611O - Other: Dispatched & Cancelled Enroute	3
611 T - T/C Dispatched & Cancelled Enroute	2

Incident Type Report 06/01/22 - 06/30/22

6 Good Intent Call (continued)	Count
622 - No incident found on arrival at dispatch address	3
631 - Authorized controlled burning	1
Incident Count	57

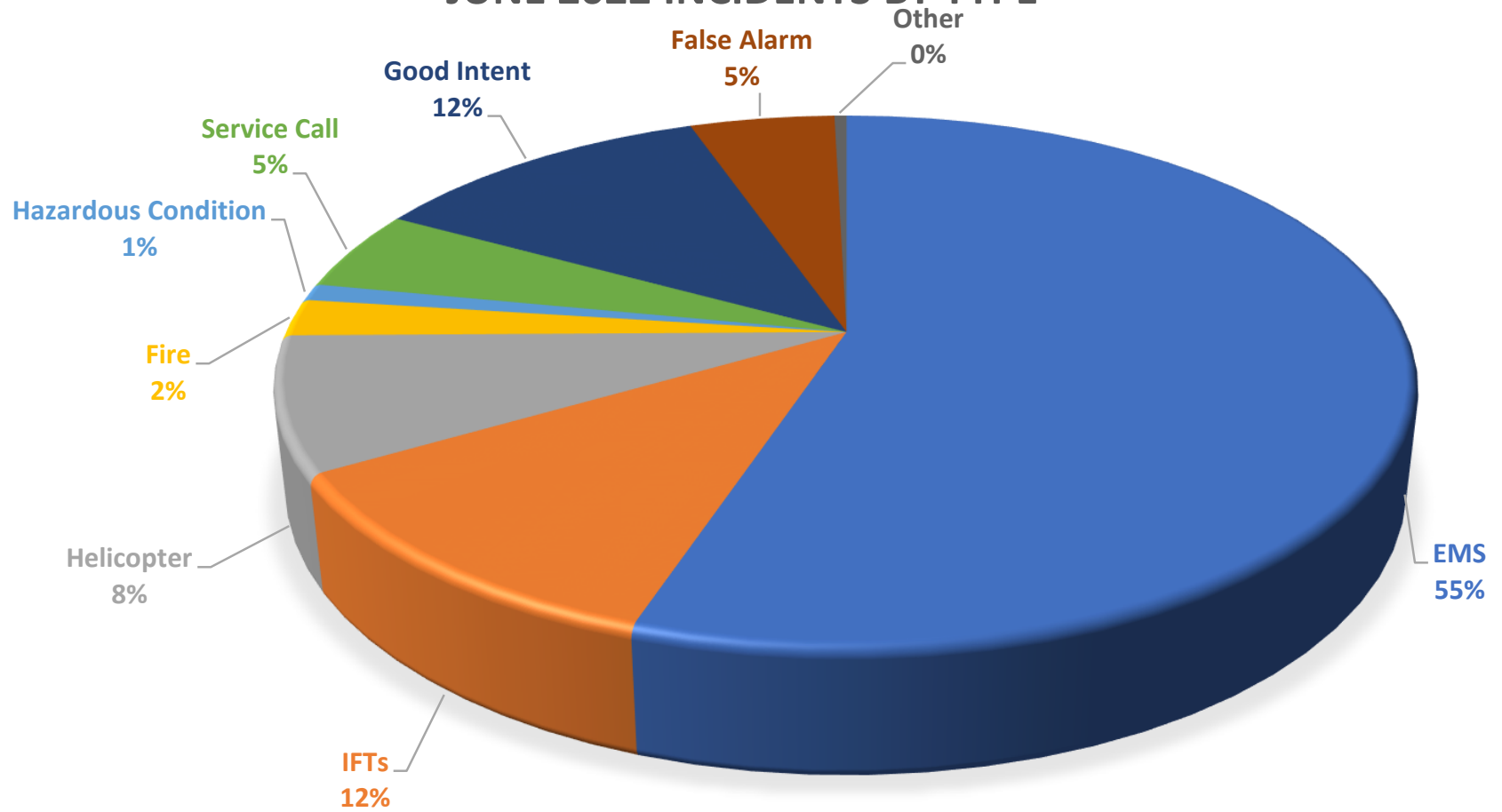
7 False Alarm & False Call	Count
700 - False alarm or false call, other	5
730 - System malfunction, other	2
733 - Smoke detector activation due to malfunction	5
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	4
744 - Detector activation, no fire - unintentional	3
745 - Alarm system activation, no fire - unintentional	2
Incident Count	24

8 Severe Weather & Natural Disaster	Count
814 - Lightning strike (no fire)	1
Incident Count	1

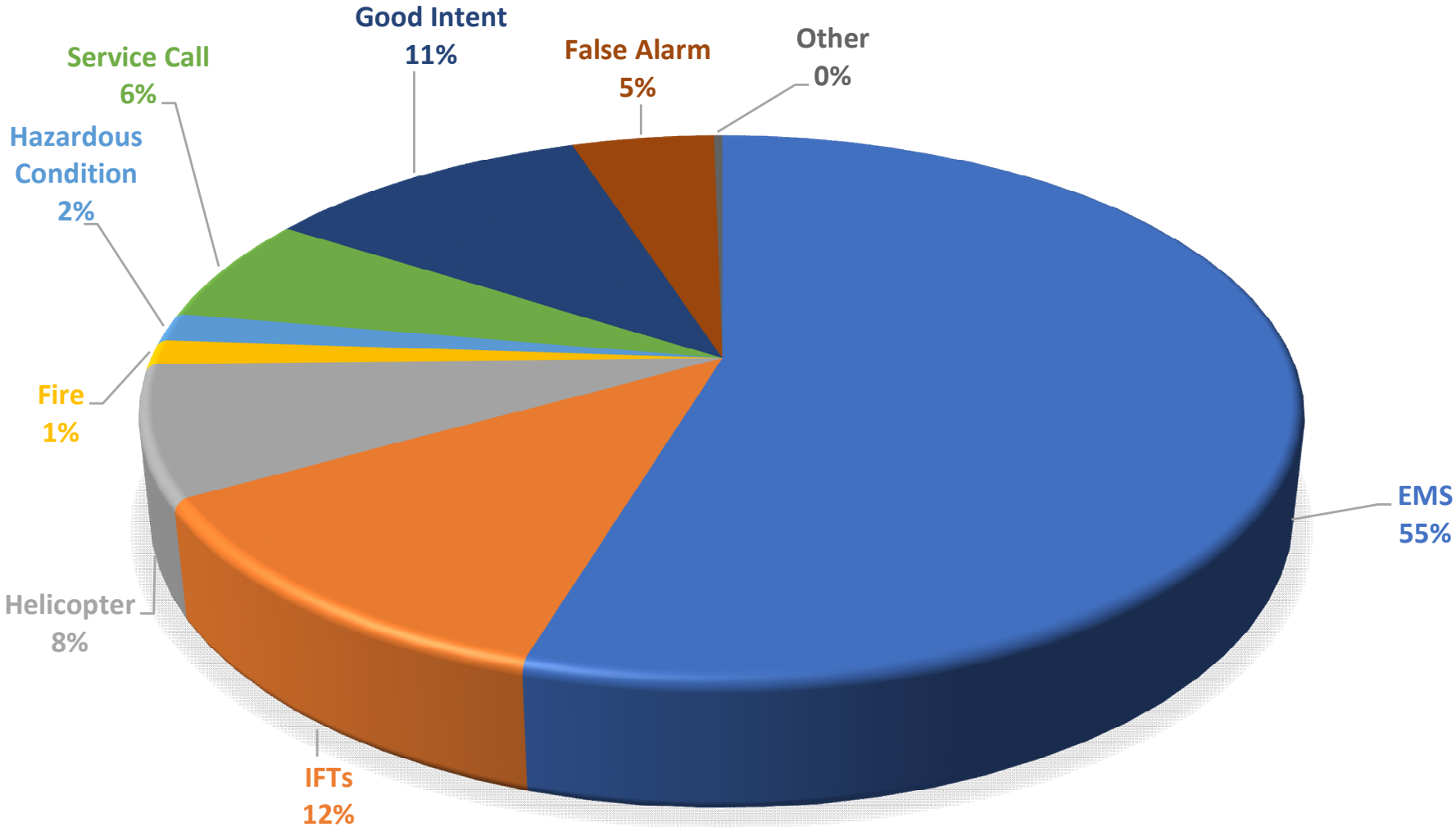
9 Special Incident Type	Count
911 - Citizen Complaint	1
Incident Count	1

TOTAL INCIDENT COUNT	392
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JUNE 2022 INCIDENTS BY TYPE



2022 YTD TOTAL INCIDENTS BY TYPE



Earth, Fire & Water

On the trail

by Ryan Orr of the Southern California Mountains Foundation

Fire is a year-round issue

It is a well-known fact, but often one that's hard to accept, there is no longer a fire season.

As evidenced by the Sheep Fire that broke out in the mountain community of Wrightwood to our west, another year is upon us where the "fire season" has begun before it even ended in the not-so-distant past, peak fire season was considered to take place between July and October according to Frontline Wildfire.com. However, data from CalFire shows that already in 2022 there have been more than 2,500 incidents burning more than 11,400 acres.

My wife Sierra and I happened to be visiting her family in Wrightwood on Sunday, June 12. When we arrived, there was little to no smoke visible and the fire perimeter was 15 acres. A few hours later the acreage had ballooned to more than 770 acres. It was so close, we simply had to walk to the end of the block to see 10-foot pine trees being consumed by flames just across Highway 2. Hotshot crews

were working hard to keep it from jumping the pavement. Structure protection was in place in some areas and mandatory evacuations were ordered. Another fire began the same day in the foothills of the San Gabriel Mountains near Duarte.

This serves as a stark reminder to all of us that live in and love the mountains, particularly Big Bear Valley residents, that fire safety precautions should be taken year-round that can mean anything from ensuring that there is a large area of defensible space around your property to ensuring you have a "go-bag" with important documents and items if you have to evacuate in a hurry. Several resources exist online with details and checklists. One is <https://www.cdfw.gov/wildfires/wildfire.html>. The county of San Bernardino also offers resources and a fire residential assessment program to help you evaluate the defensible space on your property. <https://sdhmr.org/wildfireprep/>



Smoke fills the sky as the Sheep Fire quickly spreads near Wrightwood over the weekend.

There has always been an argument that decades of fire suppression have disrupted the natural order. Before our time, wildfires that were left unmitigated burned through forests but also helped to regenerate them.

See FIRE Page 7

Let's get something **CLEAR**
Firefighters seem larger than life, but give them a chance...

BIG BEAR FIRE DEPT
EST 2019

Create defensible space around your place!

www.BigBearFire.org

You're Invited: Virtual Community Briefing

Wildfire Mitigation and Public Safety Power Shutoffs

🕒 2:00 p.m.
📅 June 17
📺 Zoom ID: 865 505 8149

www.bvesinc.com/

Contact: Tiffany Swantek, PIO
Big Bear Fire Department
41090 Big Bear Blvd.
P.O. Box 2830
Big Bear Lake, CA 92315
Phone: 909-866-7566 x221
Email: tswantek@bigbearfire.org
Website: www.bigbearfire.org



FOR IMMEDIATE RELEASE

Big Bear City Residential Structure Fire

BIG BEAR, CA/June 14, 2022 – At approximately 4:45 p.m. on June 13, 2022, Big Bear Fire Department responded to a reported structure fire in the 900 block of East Country Club Boulevard, Big Bear City. Upon arrival, fire crews discovered the residence was well involved with flames emanating from the front door and living room window. One occupant was able to call 9-1-1 and safely self-evacuate immediately after the fire started.

Fire personnel aggressively attacked the fire which was contained to the front portion of the house, and continued to ventilate smoke and fire gases after the fire was controlled. Crews remained on scene to ensure complete extinguishment.

The fire caused heavy damage to the residence and left it untenable. No civilians or firefighters were injured in the fire. A total of 14 firefighters responded, staffing 2 engines, 1 ladder truck, and 2 ambulances. Battalion Chief Luke Wagner was on scene and in command of the response. The cause of the fire is under investigation by Big Bear Fire Department.

For tips on fire safety visit our website at www.bigbearfire.org.

#

About Big Bear Fire Department:

Big Bear Fire Authority was formed under a Joint Powers Agreement in 2012 combining Big Bear Lake Fire Protection District and Big Bear City Fire Department, now commonly known as Big Bear Fire Department. Since its inception, Big Bear Fire Department is committed to providing Big Bear Valley with professional fire, medical and emergency services "Protecting Lives and Property," with timely response to fire and medical emergencies.

Contact: Tiffany Swantek, PIO
Big Bear Fire Department
41090 Big Bear Blvd.
P.O. Box 2830
Big Bear Lake, CA 92315
Phone: 909-866-7566 x221
Email: tswantek@bigbearfire.org
Website: www.bigbearfire.org



FOR IMMEDIATE RELEASE

Shed at Big Bear Lake Residence on Fire

Quick Response Avoids Further Spread

BIG BEAR, CA/June 29, 2022 – Shortly after 6:30 a.m. on June 29, 2022, Big Bear Fire Department responded to a reported structure fire in the 400 block of Jeffries Road in Big Bear Lake. Upon arrival, fire crews discovered a shed at the residence was well involved in the fire, with flames spreading to nearby Pine trees.

Fire personnel quickly contained the fire, which was extinguished within approximately six minutes. Crews remained on scene for mop up efforts to ensure no reignition would occur.

The fire caused heavy damage to the shed. No civilians or firefighters were injured in the fire. A total of 9 firefighters responded, staffing 1 engine, 1 ladder truck, and 1 ambulance. Battalion Chief Dan Rogers was on scene and in command of the response. The cause of the fire is under investigation by Big Bear Fire Department.

For tips on fire safety visit our website at www.bigbearfire.org.

#

About Big Bear Fire Department:

Big Bear Fire Authority was formed under a Joint Powers Agreement in 2012 combining Big Bear Lake Fire Protection District and Big Bear City Fire Department, now commonly known as Big Bear Fire Department. Since its inception, Big Bear Fire Department is committed to providing Big Bear Valley with professional fire, medical and emergency services “Protecting Lives and Property,” with timely response to fire and medical emergencies.



BIG BEAR FIRE DEPARTMENT

Jeff Willis, Fire Chief

Administration – P. O. Box 2830, 41090 Big Bear Boulevard
Big Bear Lake, CA 92315-2830
Business 909/866-7566 • Fax 909/866-8288

06/15/2022

Dave Williams, Fire Chief
Chino Valley Fire District
14011 City Center Drive
Chino Hills, CA 91709

RE: Captain Scott Poskitt


Dear Chief Williams:

I would like to personally thank you for allowing Captain Scott Poskitt to assist us with our Captain Practical Examinations conducted on April 4, 2022. As you are aware, these examinations rely heavily on the commitment and experience of the proctors, and we sincerely appreciate Chino Valley Fire District's contribution to our process.

Captain Poskitt displayed a great level of professionalism. His feedback during the testing process was instrumental, and his support assisted us tremendously in making our selections.

It was a pleasure working with Captain Poskitt. Please extend our heartfelt gratitude to him. If you should ever need our assistance in the future, do not hesitate to call.

Sincerely,


Jen Willis
Fire Chief



BIG BEAR FIRE DEPARTMENT

Jeff Willis, Fire Chief

Administration – P. O. Box 2830, 41090 Big Bear Boulevard
Big Bear Lake, CA 92315-2830
Business 909/866-7566 • Fax 909/866-8288

06/15/2022

Tim McHargue, Fire Chief
Colton Fire Department
303 East "E" Street
Colton, CA 92324

RE: Captain Luke Granger


Dear Chief McHargue:

I would like to personally thank you for allowing Captain Luke Granger to assist us with our Captain Practical Examinations conducted on April 4, 2022. As you are aware, these examinations rely heavily on the commitment and experience of the proctors, and we sincerely appreciate Colton Fire Department's contribution to our process.

Captain Granger displayed a great level of professionalism. His feedback during the testing process was instrumental, and his support assisted us greatly in making our selections.

It was a pleasure working with Captain Granger. Please extend our heartfelt gratitude to him. Don't hesitate to call if you should ever need our assistance in the future.

Sincerely,


JEFF WILLIS
Fire Chief



BIG BEAR FIRE DEPARTMENT

Jeff Willis, Fire Chief

Administration – P. O. Box 2830, 41090 Big Bear Boulevard
Big Bear Lake, CA 92315-2830
Business 909/866-7566 • Fax 909/866-8288

06/15/2022

Mike McCliman, Fire Chief
Rancho Cucamonga Fire Department
10500 Civic Center Dr.
City Hall Lower Level
Rancho Cucamonga, CA 91730

RE: Battalion Chief Ron Seymour

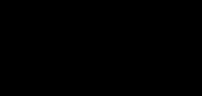
Dear Chief McCliman:

I would like to personally thank you for allowing Battalion Chief Ron Seymour to assist us with our Captain Practical Examinations conducted on April 4, 2022. As you are aware, these examinations rely heavily on the commitment and experience of the proctors, and we sincerely appreciate Rancho Cucamonga Fire Department's contribution to our process.

Battalion Chief Seymour displayed a great level of professionalism. His feedback during the testing process was instrumental, and his support assisted us greatly in making our selections.

It was a pleasure working with Battalion Chief Seymour. Please extend our heartfelt gratitude to him. If you should ever need our assistance in the future, do not hesitate to call.

Sincerely,



Jeff Willis
Fire Chief



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *[Signature]*

PREPARED BY: Mike Maltby, Asst. Chief/Fire Marshal *[Signature]*

SUBJECT: **RESOLUTION NO. BBFA2022-007, ACKNOWLEDGING RECEIPT OF ANNUAL INSPECTION REPORT FOR CERTAIN EDUCATIONAL AND RESIDENTIAL STRUCTURES**

BACKGROUND:

California Health & Safety Code Sections 13146.2 and 13146.3 require all fire departments that provide fire protection services, including the Big Bear Fire Department, to perform annual inspections of every public and private school and every hotel, motel, lodging house, and apartment building for compliance with Fire Code requirements.

California Health & Safety Code Section 13146.4 was added in September 2018 and became effective on January 1, 2019. This new section requires that the Department report annually to the Board of Directors on its compliance with Sections 13146.2 and 13146.3. Additionally, it requires that the report be provided either during the annual budget process or at another time as determined by the Board. Further, receipt of the report must be acknowledged by the Board in a resolution or a similar formal document.

DISCUSSION:

In accordance with these requirements, Resolution No. BBFA2022-007 (Attachment A) is submitted for the Board's consideration and adoption. As an overview, there are currently approximately 66 structures within the Department's service area that meet the requirements for state-mandated annual inspections. Specifically, the Department performed annual inspections of 39 out of approximately 61 affected hotel/residential structures (approximately 65%), and 5 out of 5 educational structures (100%).

The attached Resolution acknowledges receipt of the report and designates October of each year as the specified time for the Board of Directors to receive the annual report for the prior year.

RECOMMENDATION:

Staff recommends that the Board adopt Resolution No. BBFA2022-007 as presented.

RESOLUTION NO. BBFA2022-007

A RESOLUTION OF THE BOARD OF THE BIG BEAR FIRE AUTHORITY ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE BIG BEAR FIRE AUTHORITY REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 require all fire departments that provide fire protection services, including the Big Bear Fire Authority, to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and,

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments that provide fire protection services, including the Big Bear Fire Authority, to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and,

WHEREAS, the Board of the Big Bear Fire Authority intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Big Bear Fire Authority's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Big Bear Fire Authority as follows:

1. The Board expressly acknowledges the following report on the compliance of the Big Bear Fire Authority with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Big Bear Fire Authority as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Big Bear Fire Authority, there lie 5 Group E occupancies, buildings, structures and/or facilities.

During calendar year 2021, the Big Bear Fire Authority completed the annual inspection of all 5 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate, if any, can be found in the accompanying staff report for this resolution.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, lodges, etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the jurisdiction of the Big Bear Fire Authority, there lie 61 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2021, the Big Bear Fire Authority completed the annual inspection of 39 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of approximately 65% for this reporting period.

Additional items of note regarding this compliance rate, if any, can be found in the accompanying staff report for this resolution.

2. Future reports pursuant to California Health & Safety Code Section 13146.4 shall be presented to the Board in October of each calendar year. The report shall contain information on inspections made during that calendar year.

PASSED, APPROVED, AND ADOPTED this 4th day of October, 2022.

AYES:
NOES:
ABSENT:
ABSTAIN:

Date

John Green
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Tiffany Swantek, Board Secretary
Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Tiffany Swantek, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. BBFA2022-007 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 4th day of October, 2022, and that the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Witness my hand and the official seal of said Authority this 4th day of October, 2022.

Tiffany Swantek. Board Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kristin Mandolini, Director of Business Services *Km*

SUBJECT: **ORDINANCE NO. BBFA2022-01, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, INCREASING AMBULANCE SERVICE FEES**

BACKGROUND:

Ambulance transport and service fees are established annually by the Inland Counties Emergency Medical Authority (ICEMA). ICEMA periodically reviews allowable rates and adjusts rates to reflect changes in costs of providing emergency medical services and ambulance transports. On August 3, 2021, the Board adopted Ordinance BBFA2021-01 which established the ambulance fee structure for fiscal year 2021/2022.

DISCUSSION:

On June 3, 2022, ICEMA provided the ambulance rate adjustment letter for fiscal year 2022/2023 with an effective date of July 1, 2022.

At the August 2, 2022 Board meeting, Ordinance BBFA2022-01 was introduced as first reading to adjust ambulance service fees for fiscal year 2022/2023 and make specific modifications that allow future ambulance fee schedules approved by the County Board of Supervisors to be adopted by Fire Authority Board Resolution for the next fiscal year.

FISCAL IMPACT:

The ICEMA rate adjustments represent a rate increase of 8% for all services for which we charge. We could anticipate that the increase in fees would marginally increase ambulance revenue, but the payor-mix across care type and service provided can greatly affect the deductions from revenue

that can result in a level net revenue experience. Proposed Ordinance BBFA2022-01 increases the Fire Authority's Ambulance Service Fees in conformance with ICEMA's ground ambulance rate setting policy.

STAFF RECOMMENDATION:

Staff recommends the Board conduct a public hearing of attached Ordinance BBFA2022-01. Upon conclusion of the public hearing, it is recommended the Board waive the full reading and adopt Ordinance BBFA2022-01 entitled:

ORDINANCE NO. BBFA2022-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA
JOINT POWERS AUTHORITY, INCREASING
AMBULANCE SERVICE FEES**

ATTACHMENT A: Ordinance No. BBFA2022-01

ORDINANCE NO. BBFA2022-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA
JOINT POWERS AUTHORITY, INCREASING
AMBULANCE SERVICE FEES**

WHEREAS, the Big Bear Fire Authority is a California joint powers agency organized under Section 6500, *et seq.* of the California Government Code, and operating pursuant to the Fire Protection District Law of 1987, California Health & Safety Code Section 13800, *et seq.*; and

WHEREAS, the recovery of incident costs by the Big Bear Fire Authority is authorized under California Health & Safety Code Section 13916, *et seq.*; and

WHEREAS, the Fire Authority has published notice of its intention to establish a fee schedule for recovery of incident costs pursuant to Health & Safety Code Section 13916 and Government Code Section 6066; and

WHEREAS, the Board of Directors (“Board”) has determined that revenues are necessary and required to fund the services provided for herein; and

WHEREAS, the Fire Chief has prepared and made available to the public, information regarding the costs of providing the services for which the fee is charged. Such information indicates the type and amount of costs, above normal operating costs, that are incurred by the Fire Authority in responding to and recovering costs from emergency incidents; and

WHEREAS, the Board has determined that the charges set forth in Exhibit “A” attached hereto, reflect the reasonable costs to the Fire Authority for providing the listed ambulance-related services; and

WHEREAS, the charges are established by the Inland Counties Emergency Medical Authority (“ICEMA”), and ICEMA periodically increases the rates for such charges.

NOW, THEREFORE, the Board of the Big Bear Fire Authority ordains as follows:

Section 1. Findings. The recitals set forth above are hereby adopted as findings in support of this Ordinance.

Section 2. Ambulance Fee Schedule. The fee schedule attached hereto as Exhibit “A” is hereby adopted in its entirety.

Section 3. Responsible Party. Any and all charges will be billed to the responsible party and/or party receiving assistance as applicable. In the event that the responsible party is a minor, that minor’s parent or legal guardian will be billed. When charges are not collected through the Authority’s normal billing procedure, collection may occur by any means permitted by law.

Section 4. ICEMA Rate Increases. The Authority is hereby authorized to pass-through any future rate increases by ICEMA by resolution.

Section 5. Prior Duplicative Fees or Charges Superseded. To the extent the fee schedule attached as Exhibit “A” describes fees and charges for the recovery of incident costs which conflict with any other fees, charges, taxes, assessments or exactions of any kind previously adopted by the Big Bear Fire Authority Board, the fees and charges set forth in Exhibit “A” shall supersede those conflicting fees, charges, taxes, assessments or exactions, effective the date this Ordinance takes effect.

Section 6. Effective Date. This Ordinance shall become effective thirty (30) days after its adoption by the Board.

Section 7. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance. The Board of the Big Bear Fire Authority hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases herein is declared invalid or unenforceable.

PASSED, APPROVED, and ADOPTED by the Big Bear Fire Authority Board at its regular meeting held the ___ day of _____, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

John Green, Board Chair
Big Bear Fire Authority

ATTEST:

Tiffany Swantek, Board Secretary
Big Bear Fire Authority

EXHIBIT "A"
FEE SCHEDULE

AMBULANCE RATE COMPONENTS	RURAL/WILDERNESS OPERATING AREAS
Advanced Life Support (ALS) Base Rate (All Inclusive)	\$2,057.67
Basic Life Support (BLS) Rate	\$1,482.31
Emergency Fee	\$345.31
Oxygen	\$214.17
Night Charge	\$247.26
Critical Care Transport	\$2,320.01
Mileage (per mile or fraction thereof)	\$33.01
Wait Time	\$58.95
EKG	\$134.01

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Tiffany Swantek, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing ordinance, being Ordinance No. BBFA2022-01 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ___ day of _____, 2022, and that the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Witness my hand and the official seal of said Authority this ___ day of _____, 2022.

Tiffany Swantek, Board Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

PREPARED BY: Mike Maltby, Asst. Chief/Fire Marshal

SUBJECT: **INSURANCE SERVICES OFFICE (ISO) RE-RATING**

BACKGROUND:

The Insurance Services Office (ISO) is an independent organization which evaluates a community's fire protection capabilities against industry standards. ISO collects information which includes the number of personnel, pumping capability, training, equipment, dispatch and community risk reduction/fire prevention. ISO then analyzes this data and assigns a Public Protection Classification (PPC) score on a scale of 1 to 10 with the lower the number being a the better the rating. A Class 1 would be the highest achievable. The PPC is then used by insurance companies to determine level of risk to a community and property insurance cost. ISO conducts periodic reviews to assess for any changes and to re-classify the PPC score if necessary. These reviews are typically conducted every 5 years.

DISCUSSION:

Prior to the consolidation of the Big Bear City Fire Department and the Big Bear Lake Fire Protection District, each respective agency enjoyed a classification of 4. In 2012, consolidation of the two departments brought improvements in staffing and response capability. In 2015, an ISO review was conducted and the benefits of the consolidation became even more evident when the PPC score was elevated to Class 3 for all communities within the Big Bear Fire Authority's jurisdiction.

In 2021, ISO once again engaged in a review of the Big Bear community. Since the time of the last review, the Big Bear Fire Department underwent staffing revisions with the addition of the Ambulance Operator program which placed single-function, non-firefighter personnel on the ambulances. While this staffing change did effectively reduce the number of points given to the Fire Authority for staffing, it did not change the overall Public Protection Classification (PPC) score, which remains at 3. The results of this latest review are explained in further detail within the accompanying Community Report published by ISO.

RECOMMENDATION

Staff recommends that the Board receive and file the 2021 ISO Community Report.

**Public Protection Classification
(PPC™)
Summary Report**

Big Bear FD

California (S)

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

Effective: 12/1/2022

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 46,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

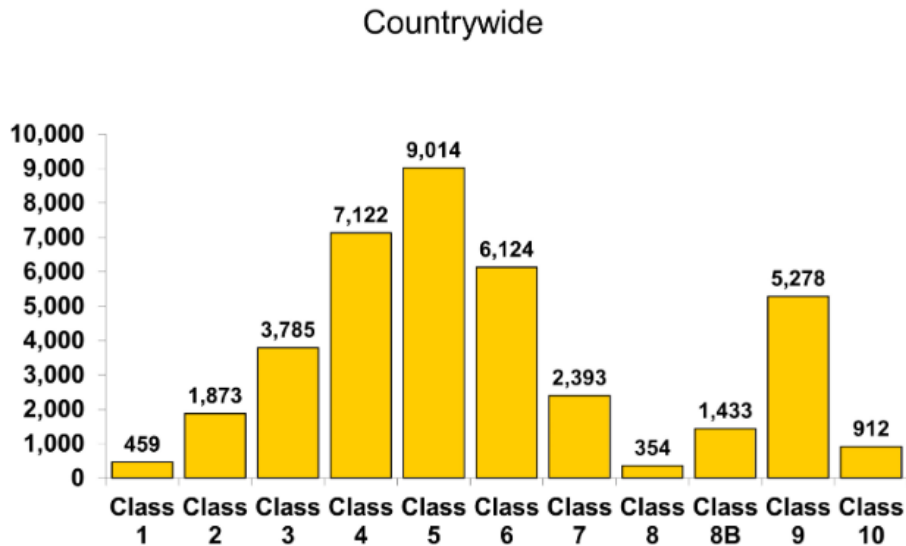
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2022 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Big Bear FD. The resulting community classification is **Class 03/3Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.71	4
432. Credit for Dispatch Circuits	3.00	3
440. Credit for Emergency Communications	9.71	10
Fire Department		
513. Credit for Engine Companies	4.44	6
523. Credit for Reserve Pumpers	0.20	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	2.35	4
553. Credit for Reserve Ladder and Service Trucks	0.11	0.50
561. Credit for Deployment Analysis	5.15	10
571. Credit for Company Personnel	6.56	15
581. Credit for Training	5.45	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	29.26	50
Water Supply		
616. Credit for Supply System	28.60	30
621. Credit for Hydrants	2.84	3
631. Credit for Inspection and Flow Testing	2.99	7
640. Credit for Water Supply	34.43	40
Divergence	-5.51	--
1050. Community Risk Reduction	4.55	5.50
Total Credit	72.44	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.71	4
432. Credit for Dispatch Circuits	3.00	3
Item 440. Credit for Emergency Communications:	9.71	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	15.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p><u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	15.00	15
Review of Emergency Reporting total:	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 “Credit for Telecommunicators (TC)”. This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	19.73	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	13.07	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p>Review of Telecommunicators total:</p>	92.80	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 3.00 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	4.44	6
523. Credit for Reserve Pumpers	0.20	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.35	4
553. Credit for Reserve Ladder and Service Trucks	0.11	0.5
561. Credit for Deployment Analysis	5.15	10
571. Credit for Company Personnel	6.56	15
581. Credit for Training	5.45	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	29.26	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **4 engine companies**

- a) **4 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 4.44 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.20 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **2 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 2.35 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.11 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 5.15 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **11.00 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 6.56 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use</p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	19.60	35
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	5.00	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	10.00	12
<p>D. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>E. Existing Driver and Operator Training</p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	1.00	1
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	5.00	5
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	9.96	12

Item 580 “Credit for Training (CT)” = 5.45 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	28.60	30
621. Credit for Hydrants	2.84	3
631. Credit for Inspection and Flow Testing	2.99	7
Item 640. Credit for Water Supply:	34.43	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 28.60 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 2448 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	2215
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	83
C/D. With only a 2½ -inch outlet or with less than a 6 -inch branch	150
E/F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.84 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 0.47 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 2.52 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 2.99 points

Divergence = -5.51

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.74	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.79	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.02	1.1
Item 1050. Credit for Community Risk Reduction	4.55	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	2.71	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	3.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	15.90	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	31.61	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	27.50	30
Review of Public Safety Education Programs (CFSE) subtotal:	32.50	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	4.50	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	18.50	20

Summary of PPC Review

for

Big Bear FD

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.71	4
432. Credit for Dispatch Circuits	3.00	3
440. Credit for Emergency Communications	9.71	10
Fire Department		
513. Credit for Engine Companies	4.44	6
523. Credit for Reserve Pumpers	0.20	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.35	4
553. Credit for Reserve Ladder and Service Trucks	0.11	0.5
561. Credit for Deployment Analysis	5.15	10
571. Credit for Company Personnel	6.56	15
581. Credit for Training	5.45	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	29.26	50
Water Supply		
616. Credit for Supply System	28.60	30
621. Credit for Hydrants	2.84	3
631. Credit for Inspection and Flow Testing	2.99	7
640. Credit for Water Supply	34.43	40
Divergence	-5.51	--
1050. Community Risk Reduction	4.55	5.50
Total Credit	72.44	105.5

Final Community Classification = 03/3Y



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kristin Mandolini, Director of Business Services *KM*

SUBJECT: **APPARATUS AUCTION BUDGET ADJUSTMENT**

BACKGROUND

On August 26, 2022 Captain Norman Dykesten coordinated an auction of three apparatus declared surplus by the Board at the June 7, 2022 regular meeting for a total of \$113,500. Items auctioned included a 1999 Brush Engine, 2001 Brush Patrol, and 2013 F350 Ambulance.

DISCUSSION

Up for consideration is the potential opportunity to utilize these funds to assist in offsetting further proposed budget amendments during the October 4, 2022 Board meeting.

FISCAL IMPACT

The Fire Authority will receive an additional \$113,500, which on its own would create a budget surplus of \$167,002 for FY 2022/23.

RECOMMENDATION

Staff recommends the Board approve a budget adjustment for fiscal year 22/23 to include the sale of apparatus as a revenue stream in the amount of \$113,500 to be included in the General Fund.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Director *W* of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

SUBJECT: ANNUAL FIRE HAZARD ABATEMENT INSPECTIONS

BACKGROUND

The Fire Authority and its member agencies have historically used San Bernardino County Land Use Services (SBCLUS) to provide annual fire hazard abatement inspections. This has been the case for decades which includes annual inspections, noticing, citation, and abatement appeal process. The County's process has improved through technology, which has enabled some modification that is better suited to the Big Bear community. The quality and range of annual fire hazard abatement inspections has varied over the years, with some years being better than others regarding work performance.

On November 3, 2021, the Administrative Committee discussed with staff the pros and cons of the annual fire hazard abatement program. Discussion included continuing to contract with SBCLUS or possibly assume the Fire Hazard Abatement Program in house with the Fire Department directly performing these duties.

At its December 7, 2021 Board meeting, the Board discussed its interest level regarding the Fire Hazard Abatement Program with the idea that the program is worth reevaluating to determine if the Board desires to continue services with SBCLUS or assume this program in house. This subject was referred to the Administrative Committee for further discussion and evaluation.

On December 28, 2021, and January 20, 2022, the Administrative Committee discussed with staff in further detail the pros and cons of outsourcing versus in house services. There was much discussion regarding potential revenue and expense to support the program, as well as a range of other current Department required inspections.

On July 19, 2022, the Administrative Committee discussed with staff additional detail regarding various budget assumptions and projected outcomes. There was considerable discussion regarding potential revenue and expense to support a comprehensive fire prevention program that includes a range of other current Department required inspections.

At the August 2, 2022 Board meeting, the Fire Chief was authorized to make initial preparation to bring the Fire Hazard Abatement program in house for fiscal year 2023/24. Initial preparations include development of new job descriptions for the Fire Inspector, Fire Prevention Specialist, and Fire Prevention Administrative Assistant. Also required is a budget adjustment for FY 2022/23 to cover the cost of additional personnel and other associated expenses for the first six months of program implementation.

DISCUSSION

Historically, annual fire hazard inspections have begun as early as mid-June and as late as mid-August. An earlier start in mid-June indicates a sizable amount of early spring showers creating an early start to spring bloom. As this is the case, personnel need to be in place and the particulars of how the inspections will be performed and reported need to be worked out in advance of implementation. This includes beta testing of technology that will be used to streamline inspection and reporting processes.

The proposed budget changes for FY 2022/23 assume the minimum financial support required as a “startup expense” from the current fiscal year that will be recovered the following fiscal year (2023/24). This proposed budget adjustment assumes a program implementation date before June 30, 2023. The proposed FY 2022/23 budget adjustment includes six months of expense for the Fire Inspector position and eight months of expense for the Fire Prevention Administrative Assistant. Employment of the Fire Prevention Specialist position will be deferred until the FY 2023/24 budget. As previously discussed, this budget adjustment also assumes improved Department performance related to Senate Bill 1205 mandated inspections and reporting as well, as Assembly Bill 38 requirements for defensible space inspections and compliance upon sale of property.

There exists the possibility of interest within the Department for appointment to special detail to perform the fire prevention services required. Should this potential path avail itself, this special detail will require a full-time appointment with no other duties assigned. This possibility has not yet been fully vetted out, thus not ruled out as a potential method for successful program implementation. This possibility does not affect the requested budget adjustment, as the cost for appointment to special detail comes with the cost of position vacancy backfill in the form of overtime wages and typically increased compensation for an appointee performing the fire prevention job function.

The budget adjustment assumes a change in the inspection process in which property owners are notified by direct mail and public outreach of their ongoing obligation to abate fire hazards. A specific date will inform property owners as to when inspectors will be inspecting neighborhoods.

Properties found in violation will receive a first citation with fine for non-compliance and will be advised of a second inspection date. Properties remaining out of compliance on second

inspection will receive a second citation with fine and escalated cost and notification as to when a third inspection will take place. Properties remaining out of compliance will receive a third citation with fine and escalated cost. At this point, steps will be taken to secure an inspection warrant and the property will be scheduled for forced abatement work to proceed.

Discretion will be authorized throughout the inspection and enforcement process that allows for making reasonable distinction between properties needing additional attention to come into compliance and properties that are grossly neglected. The difference between the two is the former receiving a notice to improve as a warning. The latter will receive an actual written citation with corresponding fine.

The goal of this approach is to change behavior for neglectful property owners who habitually and historically do not maintain their property and thereby create substantial fire risk to the surrounding properties, neighborhoods, and larger community.

FISCAL IMPACT

The total impact to the FY 2022/23 budget would be \$186,600. This includes six months of employment for a Fire Inspector (\$75K), six months of employment for an Administrative Assistant (\$72K), vehicle expenses (\$6K), software (\$3.6K), mailing/advertising (\$25K) and miscellaneous expenses (\$5K).

RECOMMENDATION

1. Authorize the Fire Chief to terminate the contract with San Bernardino County Land Use Services in performance of annual fire hazard abatement inspections for calendar year 2023 and beyond;
2. Approve job descriptions for Fire Inspector, Fire Prevention Specialist, and Fire Prevention Administrative Assistant;
3. Approve a budget adjustment for FY 2022/23 in the amount of \$186,600; and
4. Authorize the Fire Chief to work with legal counsel to develop and implement any legal process that may be necessary for proper notification and enforcement.

ATTACHMENT A: Job Description for Fire Inspector

ATTACHMENT B: Job Description for Fire Prevention Specialist

ATTACHMENT C: Job Description for Fire Prevention Administrative Assistant

BIG BEAR FIRE AUTHORITY
Job Description

TITLE: Fire Inspector
DEPARTMENT: Administration
FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Marshal
APPROVED BY: Board of Directors
APPROVED DATE: TBD

SUMMARY

Under direction of the Fire Marshal, the Fire Inspector reviews and interprets data pertaining to the Big Bear Fire Department's Hazardous Fuels Program, Hazardous Tree Program and other Community Risk Reduction Programs. The Specialist will make decisions regarding notices, violations and issuances of citations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements and has knowledge of various codes and ordinances pertaining to fire hazard abatement and other Community Risk Reduction Programs.
- Makes recommendations and corrections relative to code and ordinance requirements and coordinates field inspections.
- Participates in plan review related to fire prevention functions and Community Risk Reduction proposals or projects.
- Has knowledge of various codes and ordinances pertaining to building design and construction; maintains an awareness of changing or new standards.
- Increases awareness, knowledge and actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention and fire safe building standards. Maintains comprehensive records of inspections related to vegetation management activities, including pictures of work performed and associated record. Completes data input and analysis of a variety of information related to vegetation management activities and makes recommendations to supervisors on enhancements.
- Reviews and evaluates various educational needs within the community relative to fire and life safety; implements programs to address these needs.
- Under general direction, performs inspections on existing buildings of various occupancies, determines compliance with applicable codes, standards and ordinances, making recommendations and corrections relative to code and ordinance requirements.
- Performs new construction inspections and fire protection systems tests/inspections according to approved plans.
- Represents the Fire Department at special events and participates in public education activities.
- Conducts meetings with homeowners regarding inspections and provides information on defensible space options with the intent to achieve compliance with the Fire Code and local Ordinance.
- Monitors enforcement activities and conducts follow-up inspections.
- Investigates public and referred public agency complaints related to Fire Hazard Abatement

and other Community Risk Reduction Programs.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities. May assist in the coordination of duties of other Community Risk Reduction staff as assigned by the Fire Marshal.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of fire and life safety inspection enforcement, including defensible space, forestry and fuels management.
- Has knowledge of various codes and ordinances pertaining to building design and construction; maintains an awareness of changing or new standards.
- Knowledge of the principles and practices of methods in site evaluation and hazard reduction.
- Fire protection principals, specifically as it relates to wildland fire in urban interface, requirements of documentation and department policies and procedures.
- Effectively utilize a personal computer, peripherals, word-processing, and Excel programs.
- Proper work safety standards.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques to effectively deal with members of the public.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write correspondence in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Learn and adhere to applicable terms and conditions of employment including health and safety rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates may be considered for the positions. Knowledge of office machines, computers and digital software is required for this position.

- A high school diploma or equivalent is required.
- Previous experience in Fire Prevention, Code Enforcement, Fuels Management Programs or another related field is preferred.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid Class C Driver License is required and the ability to be insured under the Department's insurance policy. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.

BIG BEAR FIRE AUTHORITY
Job Description

TITLE: Fire Prevention Specialist
DEPARTMENT: Administration
FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Marshal
APPROVED BY: Board of Directors
APPROVED DATE: TBD

SUMMARY

Under the general supervision of the Fire Marshal, the Fire Prevention Specialist assesses information, develops, and executes activities of a specialized nature in the areas of Hazardous Vegetation Inspections, Commercial Building Inspections, Public Education, and Special Events as they pertain to the assigned job function within the Community Safety Division; performs other related duties as required.

DINTINGUISING CHARATERISTICS

Positions in this class determine violations of the fire and safety ordinances associated with the Authority's Hazardous Vegetation Program and Commercial Building Inspection Program. Incumbents work under direct supervision while gaining the skill, knowledge and experience needed to progress in the Big Bear Fire Department's Community Risk Reduction Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs defensible space inspections in accordance with Public Resources Code Section 4291 and local Ordinance.
- Performs inspections on commercial property to determine compliance with fire code and local ordinance.
- Maintains comprehensive records of inspections related to vegetation management activities including pictures of work performed and associated records.
- Prepares notices and correction letters that outline vegetation management compliance issues and deficiencies, which outline correction methods, time limits and necessary remedial wok required.
- Has the ability to develop the knowledge, and ability to apply, various codes and ordinances related to fire/life safety.
- Conduct detailed inspections, obtain information, analyze findings, recognize conditions that constitute code violations and life safety hazards, recommendations on defensible space for property owners; apply pertinent federal, state and local laws, rules and regulations.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Ability to acquire the knowledge needed to successfully carry out the duties as assigned.
- Effectively utilize a personal computer, peripherals and word-processing.
- Proper work safety standards.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques to effectively deal with members of the public.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Learn and adhere to applicable terms and conditions of employment including health and safety rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates may be considered for the positions. Knowledge of office machines, computers and digital software is required for this position.

- A high school diploma or equivalent is required.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid Class C Driver License is required and the ability to be insured under the Department's insurance policy. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.

BIG BEAR FIRE AUTHORITY
Job Description

TITLE: Fire Prevention Administrative Assistant
DEPARTMENT: Administration
FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Marshal
APPROVED BY: Board of Directors
APPROVED DATE: TBD

SUMMARY

The position works under the general supervision of the Fire Marshal and provides direct administrative support to the Community Risk Reduction Division assisting in the execution of Fire Risk Reduction Programs and related activities. This classification performs a variety of administrative tasks requiring knowledge of department policies and procedures, and how they apply to the public served. This position is responsible for internal and external customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Screens and directs mail and calls; provides information requiring interpretation of policies and procedures.
- Composes brief, factual correspondence following general directions or notes.
- Types letters, reports, numerical and technical materials and minutes from draft.
- Searches for specific material and compiles reports.
- Establishes and maintains logs, files and records.
- Maintains various data sets to ensure Division performance.
- Schedules meetings and conferences, prepares materials, takes, transcribes and distributes minutes.
- Provides miscellaneous clerical support to Department Administration.
- Keeps supervisor's calendar and makes appointments as directed; makes travel arrangements and prepares expense reports.
- Explains or interprets departmental policies to employees or public.
- Researches information for supervisor's administrative decisions.
- Attend conferences, meetings, and/or seminars.
- Operate office machines including computers, printers, typewriters, copiers, calculators, stuffing and folding machine, and postage machine.
- Operate motor vehicles while performing certain assigned duties.
- Perform other duties as assigned.
- Is on time and works at work locations during scheduled hours.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Effectively utilize a personal computer, peripherals, word-processing, and Excel programs.
- Proper work safety standards.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write correspondence in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Learn and adhere to applicable terms and conditions of employment including health and safety rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates is acceptable. Knowledge of office machines, computers and digital software is required for this position. Two years of experience working in an administrative capacity for the public sector preferred.

- A high school diploma or equivalent is required.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid California Class C Driver License is required. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

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While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

PREPARED BY: Lutfi Kharuf, Esq. Best, Best & Krieger

SUBJECT: **COMMUNITY FACILITIES DISTRICT**

BACKGROUND:

At the August 2, 2022 Board Meeting the Board adopted policy 2022-01. This policy provides future development within the Big Bear Fire Authority's service area may be required to offset negative fiscal impacts on the Authority. The policy may be enforced by the Authority at its discretion, provided it is enforced in a way that is fair and equitable, and not unreasonable or arbitrary. The Authority may also find that a waiver of policy provisions be exercised if there are identified Authority benefits to be derived from such waiver. One way that developers subject to this requirement can offset their negative fiscal impacts is through the formation of, or annexation into, a community facilities district. As such, the Board directed the Fire Chief, in conjunction with legal counsel, to reach out to firms specialized in special tax consulting to assist the Authority moving forward.

DISCUSSION:

There are two firms within the local area with the ability and capacity to provide special tax consulting services: (1) DTA, Public Financing Consulting Firm, and (2) NBS Government Finance Group. Both firms provided scope of work and cost estimates, which include financial impact analysis, initial formation of a community facilities district, annexations, and ongoing administration. Both consulting firms provide quality consulting services and have excellent reputations, and are equally capable.

DTA has vast in-depth experience assisting public agencies with fiscal impact analysis, land use type, special tax apportionment methodologies and assessor parcel research. The Authority has an existing business relationship with DTA, as the financial consulting firm that assisted Measure I. As a result, DTA has substantial knowledge of the Authority's services and finances. Additionally, DTA's costs are lower by approximately \$4,000 for the formation of the community facilities district.

As a result of DTA's existing relationship and special tax consulting work with the Authority, the Fire Chief has deemed that standardization in provision of special tax consulting services to the Authority is beneficial to the Authority's needs. In addition, it would be impractical to seek out additional proposals, given the existing relationship with DTA. As a result, pursuant to Section VII of the Authority's Procurement Policy No. 2016-02, the Board may approve proceeding without competitive bidding.

FISCAL IMPACT:

The Fire Authority would be impacted by a \$40,000 increase to the professional services annual budget in FY 22/23, with the understanding that the investment will likely result in increases to future revenue streams over and above this amount.

STAFF RECOMMENDATION:

Approve exception to formal competitive bid procedures pursuant to Section VII of the Authority's Procurement Policy.

Authorize the Fire Chief to enter into Contract with DTA Public Financing Group for special tax consulting services to perform financial impact analysis and possible formation of a Community Facilities District to offset negative financial impact on Authority's operations.

Approve a Budget adjustment for FY 2022/23 in the amount of \$40,000.



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SCOPE OF WORK AND FEE PROPOSAL

BIG BEAR FIRE AUTHORITY

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**BIG BEAR FIRE AUTHORITY
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SERVICES**

SEPTEMBER 26, 2022

Prepared for:

**Big Bear Fire Authority
41090 Big Bear Boulevard
Big Bear Lake, CA 92315**

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I SCOPE OF WORK

DTA shall assist Big Bear Fire Authority (the "Fire Authority") in establishing a Community Facilities District ("CFD") to fund authorized services for a proposed new development. Our responsibilities under this Scope of Work include the following tasks:

A Phase I: CFD Formation

Task 1 – Research

DTA shall gather demographic and existing land use data from the Fire Authority records. The Fire Authority is responsible for providing the estimated cost of the annual services proposed to be financed, as well as data (if necessary) related to future development anticipated within the proposed CFD. DTA will rely on the above data provided by the Fire Authority and shall not be responsible for verifying its accuracy. DTA shall also compile Assessor's parcel data for the project area.

Task 2 – Fiscal Impact Analysis ("FIA")

DTA will mainly utilize a *Per Capita/Employee Multiplier Approach* (emphasizing average expenditures and revenues) to evaluate the General Fund revenues expected to be generated by the project and costs associated with services expected to be provided by the Fire Authority to the project at build-out. Under this approach, DTA will thoroughly review the Fire Authority's current annual budget to determine costs related to the Fire Authority's provision of services to its residents and all current Fire Authority revenue sources. Certain project revenues, such as property taxes, sales taxes, rents, and other revenues derived from the site, as well as certain project costs, will be determined using a *Case Study Approach*. Under the *Case Study Approach*, DTA will utilize specific information provided by the Fire Authority, obtained from DTA's municipal cost database, gathered through internet research, and/or attained from reputable data sources in order to accurately assess large-scale project revenues and costs. DTA will ultimately determine the specific costs and revenues associated with the various components of the project at build-out. In doing so, DTA will determine whether the proposed land uses of the project are likely to generate a net fiscal surplus or net fiscal deficit for the General Fund.

Subtask 2.1 – Background Project and Fiscal Research

This task involves identifying selected fiscal parameters relevant to the project, updating project land use and public infrastructure data, and obtaining material required for the fiscal analysis from the Fire Authority, such as the current Fire Authority budget. Specifically, DTA would conduct the following activities:

- Identify existing land use designations and proposed land uses by land use type;*
- Specify projected market prices and/or project the valuation for each product type;*
- Detail any unique new public improvements associated with the existing land use designations and projects that are to be maintained by the Fire Authority;*

- Determine demographic characteristics by land use type, including persons per household or employees per thousand square feet; and
- Specify Assessor Parcel Numbers (“APNs”)* and determine the total average property tax rate for each Tax Rate Area (“TRA”) currently included within the project, obtain breakdowns of average general levy tax allocation factors from the San Bernardino County (“County”) Auditor-Controller for each TRA, and determine the various public agencies currently providing services to the project area.

**To be provided by the Fire Authority.*

Subtask 2.2 – General Fund Cost Analysis

DTA will primarily employ the *Per Capita/Employee Multiplier Approach* for calculating recurring General Fund costs associated with the project. This task includes the analysis of the Fire Authority’s current operating budget and relevant Fire Authority studies or reports (if applicable) to assess the expected project-related General Fund costs at build-out.

Subtask 2.3 – General Fund Revenue Analysis

DTA will generally employ the *Case Study Approach* to estimate annual recurring project General Fund revenues, such as sales taxes, property taxes, and investment income. DTA will calculate property taxes based on the TRAs in which the project is located. Where applicable, DTA will employ the *Per Capita/Employee Multiplier Approach* for calculating other recurring General Fund revenues, such as fines and forfeitures, State subventions, and other miscellaneous revenue sources. This task will involve an analysis of the Fire Authority’s current operating budget for applicable revenue categories.

Subtask 2.4 – Net FIA

Based on the information obtained under Subtask 2.1 and analysis of expected project costs and revenues under Subtasks 2.2 and 2.3, respectively, this task involves an evaluation of the fiscal balance of the project (i.e., an analysis of whether the project is expected to generate an annual surplus or deficit for the General Fund at build-out), with a printout of the fiscal model provided as the deliverable.

Task 3 – Preparation of Boundary Map

DTA shall prepare the CFD boundary map, as required under the Mello-Roos Act, and record the map at the County Recorder’s Office after the Resolution of Intention has been adopted.

Task 4 – Special Tax Apportionment Formula

DTA shall prepare the special tax apportionment methodology, subject to Fire Authority constraints, financing objectives, and policy guidelines. This task includes the preparation of the Rate and Method of Apportionment (“RMA”). The RMA will include the apportionment methodology for the services special tax.

Task 5 – Preliminary Tax Spread

DTA shall prepare a preliminary spread of special taxes (the "Tax Spread") to estimate CFD revenues and expenses based on the land uses located within the CFD and annual services costs provided by the Fire Authority. The special taxes used in the Tax Spread will be based on the shortfall determined in the FIA prepared in Task 2 above. The preliminary spread shall also estimate the total effective property tax rate for development in the proposed CFD.

As requested by the Fire Authority, DTA shall prepare alternative Tax Spreads based on different assumptions, including varying costs of service. DTA's Tax Spreads shall provide the special tax structures necessary to support the proposed services, with a variety of combinations of tax levels to be applied to various land use types. These Tax Spreads will allow Fire Authority staff to evaluate alternative special tax scenarios to determine the most politically attractive set of tax rates.

Task 6 – Registrar of Voter's Certification

DTA will request from the County Registrar of Voters confirmation of registered voters' statuses residing in the boundaries of the CFD prior to the adoption of the Resolution of Formation (Government Code Section §53322).

Task 7 – Public Report

DTA shall prepare the Public Report, as described in Section 53321.5 of the California Government Code, containing descriptions of the proposed services, their estimated costs, and maximum annual special tax rates.

Task 8 – Document Review and Preparation

DTA shall assist the Fire Authority's CFD Legal Counsel with preparing required documents, including the CFD Goals and Policies, Resolution of Intention, Resolution of Formation, and other related items. We will also provide necessary data and advice to the Fire Authority's CFD Legal Counsel regarding the implementation of the CFD, including policies that address future annexations.

Task 9 – Notice of Special Tax Lien

DTA shall provide a list of Assessor's Parcels to be attached to the Notice of Special Tax Lien and coordinate its recordation with the County under the Streets and Highway Code §3114.5.

Task 10 – Meetings

DTA staff shall participate in unlimited conference calls with Fire Authority staff to stay on track with tasks and deliverables. Attendance shall be limited to one in-person meeting within this Scope of Work.

B Phase II: Annual CFD Administration

Task 1 – Land Use Research

This task involves determining, gathering, and organizing the land use data required to apportion and collect CFD special taxes and includes the following subtasks:

- **Subdivision Research:** DTA will identify and obtain copies of all final subdivision maps, parcel maps, and, if applicable, condominium plans. We will also identify the date of subdivision, property use, acreage, lot number, and unit numbers, if applicable, associated with each new parcel.
- **Development Research:** We shall determine building permit activity as of March 1st and identify the building permit issuance date, building square footage, tract, and lot for each new building. We will also review current Assessor parcel maps to determine which parcel numbers will be valid for the fiscal year.
- **Assessor’s Parcel Research:** Upon publication of the secured tax roll, DTA will review Assessor parcel maps to compile a list of the Assessor’s parcels that will be valid for the coming fiscal year.
- **Ownership/Exempt Parcel Research:** We shall research and monitor changes in ownership and offers of dedication of property to public agencies and other exempt entities.
- **Database Management:** DTA will update the automated parcel database to include all parcels. Data items will include the APN, corresponding tract, lot and unit number, acreage, etc.

Task 2 – Classification of Property

This task involves the application of the RMA to determine the appropriate special tax classification for each parcel within the CFD and includes the following subtasks:

- **Tax-Exempt Property:** DTA will identify all property owned by public agencies or entities otherwise exempt from the special tax per the provisions identified in the RMA and classify such as tax-exempt property;
- **Taxable Property:** We will identify all taxable property and classify each as “Developed Property,” “Undeveloped Property,” “Taxable Public Property,” or “Taxable Property Owner Association Property”; and
- **Developed Property:** We shall classify all Developed Property as “Residential Property” or “Non-Residential Property.” We will further assign all Assessor’s parcels of Residential Property to the applicable land use classes, as listed in the RMA, based on the type of use and residential floor area for each residential dwelling unit.

Task 3 – Financial Analysis

This task involves calculating the CFD costs and includes the following subtasks:

- **Determine Annual Expenses:** DTA will assist the Fire Authority with preparing an administrative expense budget and identify other CFD expenses, including pay-as-you-go expenditures, provision for delinquencies, etc.;
- **Determine Credits:** We will prepare a fiscal year-end reconciliation to determine surplus special taxes, interest earnings, and other credits that may reduce the special tax levy; and
- **Determine Special Tax Rates:** Based on the classification of property and applicable annual costs, DTA will compute the annual special tax rates for all classifications of taxable property; and

Task 4 – Report Preparation

This task includes the preparation of an Administrative Special Tax Report containing the findings of the financial analysis and an explanation of the methodology employed to calculate the applicable special tax levied on taxable property within the CFD. Included in the report is a list of special taxes by APN that can be the exhibit to the Resolution Authorizing the Levy and Collection of Special Taxes, if required.

Task 5 – Submittal of Special Taxes to the County

This task involves submitting the applicable documents (i.e., the County Auditor Agreement and preliminary tax levy form) by July 1st and final special tax levy by August 10th, or such other date specified by the County, to the Auditor-Controller for inclusion on the County's consolidated property tax bills.

Task 6 – Roll Changes and Adjusted Property Tax Bills

This task involves monitoring any changes to the secured tax roll that necessitate new or adjusted property tax bills. This task includes the calculation of new or adjusted bills and submission of requests to the County to prepare such bills. If necessary, DTA will prepare a special tax invoice(s) that can be sent directly to each property owner if the special tax levy for a particular taxable parcel is not allowed to be included on the County's consolidated property tax bills.

Task 7 – Provide Information to Interested Parties

This task involves the provision of information to individuals and other interested parties regarding the amount and calculation of the special tax. DTA's "800" phone number will be placed on the property tax bills mailed by the County. This task includes brief written responses to property owners, as necessary. Formal meetings with or detailed calculations for property owners, or resolving disputes, will be classified as "Additional Work" and billed at the hourly rates identified in Section II.

Task 8 – Delinquent Property Owner Research

This task involves the review and research of County records to determine which parcels are delinquent in the payment of property and special taxes and includes the following subtasks:

- **Static Delinquent Special Tax Report:** DTA will request the First, Second, and Final Installment Paid/Unpaid Status Reports from the County Auditor-Controller to determine which parcels are delinquent and the corresponding delinquent special taxes. We will also prepare the report summarizing delinquent special taxes.
- **Dynamic Delinquent Special Tax Report:** As necessary, we will review online records to provide an up-to-the-minute status report for any number of delinquent parcels. Our research for this task depends upon the rate at which the County updates their online payment records.

Task 9 – Administrative Software

At the request of the Fire Authority, DTA will set up the CFD in DTA's software, MuniAnalytics, the most advanced software as a service available for special tax/assessment administration. MuniAnalytics is web-based and accessible using a browser anytime and anywhere. Data is encrypted using 128-bit encryption and only available to users with authorization. Authorized users have access to district data and can view district information at any point in the district administration life cycle.

Task 10 – Meeting/Conference Calls

At the request of the Fire Authority, DTA will attend the Fire Authority Board meeting at which the Resolution Authorizing the Levy and Collection of Special Taxes is scheduled for adoption and participate in "working" conference calls with Fire Authority staff in performing related tasks.

II FEE SCHEDULE

A CFD Formation

DTA shall be remunerated for consulting services (as described above in the Scope of Work) on an hourly basis according to the rates set forth in Table 1 below, with invoices being submitted to the Fire Authority monthly. DTA shall perform the tasks listed under the Scope of Work for a maximum fee not to exceed \$30,000, plus out-of-pocket expenses, assuming one commercial project included in the proposed CFD. Additional fees may be required depending on the number of parcels/projects included in such CFD. Any additional tasks and professional services beyond those described in the Scope of Work will be billed at the hourly rates listed in Table 1 below.

Table 1: DTA's Fee Schedule

Labor Category	Labor Rate
Managing Director	\$245/Hour
Vice President	\$210/Hour
Senior Associate	\$175/Hour
Associate II	\$165/Hour
Associate I	\$150/Hour
Research Associate II	\$120/Hour
Research Associate I	\$105/Hour

In addition to the above-mentioned maximum fee for services, the Fire Authority shall reimburse DTA for out-of-pocket and administrative expenses by paying a charge equal to 3% of DTA's billings for labor, plus travel costs and any outside vendor payments, not to exceed \$1,200.

Any additional tasks assigned by the Fire Authority shall be charged at the hourly rates listed in Table 1 if the proposed compensation amount has been exceeded. Numerous meetings (over the number specified in the Scope of Work) may also require additional fees. Such additional fees shall be added to the compensation amount listed above. If the additional tasks can be completed for less than the proposed compensation amount, only the compensation amount shall be invoiced.

B Annual CFD Administration Services

DTA shall be remunerated for work related to Special District Administration Scope of Work on an hourly basis according to the rates in Table 1 above, with invoices being submitted to the Fire Authority monthly. DTA shall perform the tasks listed under the Phase II Scope of Work for a maximum fee not to exceed \$7,500 per year, plus out-of-pocket expenses.

In addition to the above-mentioned maximum fee for services, the Fire Authority shall reimburse DTA for out-of-pocket and administrative expenses by paying a charge equal to 3% of DTA's billings for labor, plus travel costs and any outside vendor payments, not to exceed \$250 per year.

All hourly rates for services apply through June 30, 2023, and are subject to a cost-of-living increase at that time. On or about the first two weeks of each month during which consulting services are rendered hereunder, DTA shall present to the Fire Authority an invoice covering the current consulting services performed and reimbursable expenses incurred pursuant to the agreement and appendices thereto. Such invoices shall be paid by the Fire Authority within 30 days of the date of each invoice. A 1.2% monthly charge may be imposed against accounts that are not paid within 30 days of the date of each invoice. DTA shall stop all work on the project if payment is not received within 45 days of submittal of an invoice.

Any additional tasks assigned by the Fire Authority shall be charged at the hourly rates listed in Table 1 if the total fee listed above have been exceeded.

C Limitations

This budget covers only those tasks outlined in Section I. Our proposed budget assumes one commercial project and additional fees may be required depending on the number of parcels/projects included in the CFD. Work related to additional development projects shall include a separate FIA and separate CFD formation and/or annexation. Such work may require additional budget.

Additional consulting services beyond those included in Section I ("Additional Work") may be provided for additional fees if they cause the budget maximum to be exceeded. Work related to annual administration tasks, if necessary, will be covered under separate agreements.

If the total compensation listed above has been exceeded, any additional tasks requested by the Fire Authority will be charged at the hourly rates listed above. Attendance at more than one in-person meeting or an excessive number of Tax Spread computer runs (over 8) may also require additional fees if the total compensation has been exceeded. Such additional fees will be added to the "compensation" amounts listed above.

With regard to the FIA, the following are examples of Additional Work:

- Work related to the analysis of more than one land use scenario;
- Work related to the *Case Study Approach* for determining recurring fire protection service costs associated with the project, i.e., the analysis of the number of service calls to applicable development projects (if available) and information obtained from discussions with the Fire Authority (if necessary) to assess the expected project-related General Fund costs at build-out;
- Any negotiations with the Fire Authority or other stakeholders or revisions to the analyses based on such negotiations; and
- Any expenses incurred as a result of Additional Work.

The proposed compensation amount assumes the formation of a typical CFD with a schedule between initiation of work and approval of the Resolution of Formation that is no longer than 9 months (election may occur after that time). If the tasks in the Scope of Work are not completed within 9 months, at any point thereafter, DTA may request an increase in the maximum compensation if total hourly billings to date exceed the proposed compensation level listed above.

All hourly rates for services apply through June 30, 2023, and are subject to a cost-of-living increase at that time.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

PREPARED BY: Josh Mandolini, Fire Captain

SUBJECT: **2021 ASSISTANCE TO FIREFIGHTERS GRANT BUDGET ADJUSTMENT**

BACKGROUND

In February of 2021, Captain Mandolini successfully applied for the 2021 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant. He secured \$232,916 to purchase and install a direct capture exhaust system at Station 281, as well as to retrofit the 20-year-old direct capture systems at Stations 282 and 283. The success of this project can be measured in a number of ways. There will be increased protection from vehicle exhaust, improved air quality, healthier firefighters, reduced risks for cancer, and a reduction in maintenance and replacement costs. The project will instill confidence not only with firefighters, but the Authority as well, that firefighters will be properly protected from exposure to vehicle exhaust.

DISCUSSION

FEMA placed a cap at \$100,000 per Station. Due to the size and complexity of Station 281, the quote to install a direct capture system was \$113,127. Stations 282 and 283 fell under the \$100,000 cap. This leaves a remaining balance of \$13,127 for Station 281. This grant requires a 5% match, which will be approximately \$11,646.

FISCAL IMPACT

The Fire Authority will receive \$232,916 in grant funding at a total cost of \$24,773, which includes the 5% match as well as the cost overage at Station 281.

RECOMMENDATION

Staff recommends the Board approve a budget adjustment for fiscal year 2022/23 to include grant revenue and expense in the amount of \$232,916, matching grant expenses in the amount of \$11,646, and a capital expenditure of \$13,127.

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 08/26/2022



FEMA

Josh Mandolini
BIG BEAR FIRE AUTHORITY
PO BOX 2830
BIG BEAR LAKE, CA 92315
EMW-2021-FG-00870

Dear Josh Mandolini,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$232,916.19 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$11,645.81 for a total approved budget of \$244,562.00. Please see the FY 2021 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

PAMELA WILLIAMS
Assistant Administrator, Grant Programs

Summary Award Memo

Program: Fiscal Year 2021 Assistance to Firefighters Grant

Recipient: BIG BEAR FIRE AUTHORITY

UEI-EFT: D8AYN9TX7QU4

DUNS number: 079214989

Award number: EMW-2021-FG-00870

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2021 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$244,562.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
<hr/>	
Federal	\$232,916.19
Non-federal	\$11,645.81
<hr/>	
Total	\$244,562.00
<hr/>	
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2021 AFG NOFO.

Approved request details:

Modify facilities

SUGARLOAF STATION 283
Source Capture Exhaust System(s)

DESCRIPTION

This project would be to service and bring the existing, 2 drop, direct capture system to operational status, as well as upgrade it to match the other stations and apparatus. (\$21,716)

QUANTITY	UNIT PRICE	TOTAL
1	\$21,716.00	\$21,716.00

BUDGET CLASS
Equipment

BIG BEAR LAKE STATION 281
Source Capture Exhaust System(s)

DESCRIPTION

The station 281 project is to install an, 8 drop, direct capture vehicle exhaust system consistent with the other stations and apparatus for \$100,00.

QUANTITY	UNIT PRICE	TOTAL
1	\$100,000.00	\$100,000.00

BUDGET CLASS
Equipment

BIG BEAR CITY STATION 282
Source Capture Exhaust System(s)

DESCRIPTION

This project would be to service and bring the existing, 7 drop, direct capture system to operational status, as well as upgrade it to match the other stations and apparatus. \$44,317

QUANTITY	UNIT PRICE	TOTAL
1	\$44,317.00	\$44,317.00

BUDGET CLASS
Equipment

BIG BEAR CITY STATION 282 (GARAGE)
Source Capture Exhaust System(s)

DESCRIPTION

The project is to install a direct capture vehicle exhaust system in Station 282 Annex.
(\$78,529)

QUANTITY	UNIT PRICE	TOTAL
1	\$78,529.00	\$78,529.00
BUDGET CLASS		
Equipment		



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: October 4, 2022

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **RESOLUTION TO SUPPORT U.S. FOREST SERVICE FUELS
REDUCTION EFFORTS AND LAND MANAGEMENT PRACTICES**

BACKGROUND:

Wildland fire hazards have increased substantially in California as a consequence of worsening drought conditions, hotter and drier weather, fire exclusion, and the cessation of timber harvesting practices. The result has been a large increase in the volume and continuity of live and dead wood fuels near the forest floor that provide a fuel ladder connecting surface fuels with forest canopy.

Prior to 2000 there were essentially no fuels reduction or treatments contemplated of any kind on forest lands surrounding the Big Bear Valley. The focus at that time was primarily directed toward reforestation by planting of plots where the view of restoration was necessary for various ecological and habitat reasons. The idea of Land Management through thinning of vegetation was not well received beginning in the 1970's and continuing up to the year 2000.

The first visible indicator of an unhealthy forest condition (circa 2000) came with the bark beetle infestation that affected millions of trees on the San Bernardino National Forest, including the private lands within or surrounding the Big Bear Valley. As a result of this glaring visible indication, millions of federal dollars were dedicated to removal of bark beetle infested trees in identified strategic areas.

On October 25, 2003, the Old Fire started, which was one of 15 fires throughout Southern California collectively known as the "Fire Siege of 2003." The Old Fire consumed 91,000 acres, hundreds of structures were lost, and nearly 80,000 residents were evacuated including all of Big Bear. Mother Nature prevailed delivering rain and snow with the Old Fire being 100% contained on November 2, 2003. Thousands of bark beetle trees had been removed in strategic areas before the Old Fire and lends credit to less loss of life and property as a result.

After the Old Fire, community and political interest greatly increased, leading to many programs being launched and funded. All of these programs were designed to prevent or reduce the affects of wildland fires when they occur: Defensible space standards, Ready Set Go! programs, creation of local Fire Safe Councils, development of local Community Wildfire Protection Plans, removal of wood shake shingle roofs, changes in building and development codes, and development of native shrub and brush Ordinances just to name a few.

Over the past two decades the severity of wildfire has increased along with the costs and economic damages associated with them, which are likely to continue increasing unless management activities designed to reduce fuel hazards are prioritized. Ongoing effort and cooperation to reduce wildfire hazards is needed on the part of all affected parties including residents of urban-wildland interface areas, local governments in forest communities, state and federal land management agencies who must commit to working together to reduce wildfire hazards through extensive and strategic application of fuel management techniques. Perhaps the greatest impediments to support for forest fuel management are public misconceptions that a healthy, productive forest can be sustained without being actively managed. Some environmental organizations actively oppose all forms of forest management altogether.

Currently, there appears to be great interest at the state and federal level to fully fund the cost of fire suppression, while at the same time committing significant additional funding for the purpose of active land management practices. The focus of this effort could be correctly viewed as a commitment to create healthy forests through thinning that ultimately reduces the loss of life, property, and natural habitat. Once created, the healthy forest will require ongoing maintenance at specific intervals. The desired outcome decades into the future should be that greater emphasis is placed on management of treated acres. In turn, this eventually should reduce the escalating cost of fire suppression

DISCUSSION:

The recent Radford Fire provided a glaring example of the effectiveness of strategic forest fuel management. Fuel management treatments which have been applied within the forest south of Big Bear over the past several years, provided an opportunity for firefighting efforts to be more effective and to ultimately allow firefighters to stop the progression of the fire before reaching the community. The fuel treatment and reduction efforts over the past decade also served as a protective measure for the forest and natural habitat by limiting the acres burned to 1,079. This fact is a strong testament to the value of strategically placed fuel modification areas through active land management practices.

RECOMMENDATION:

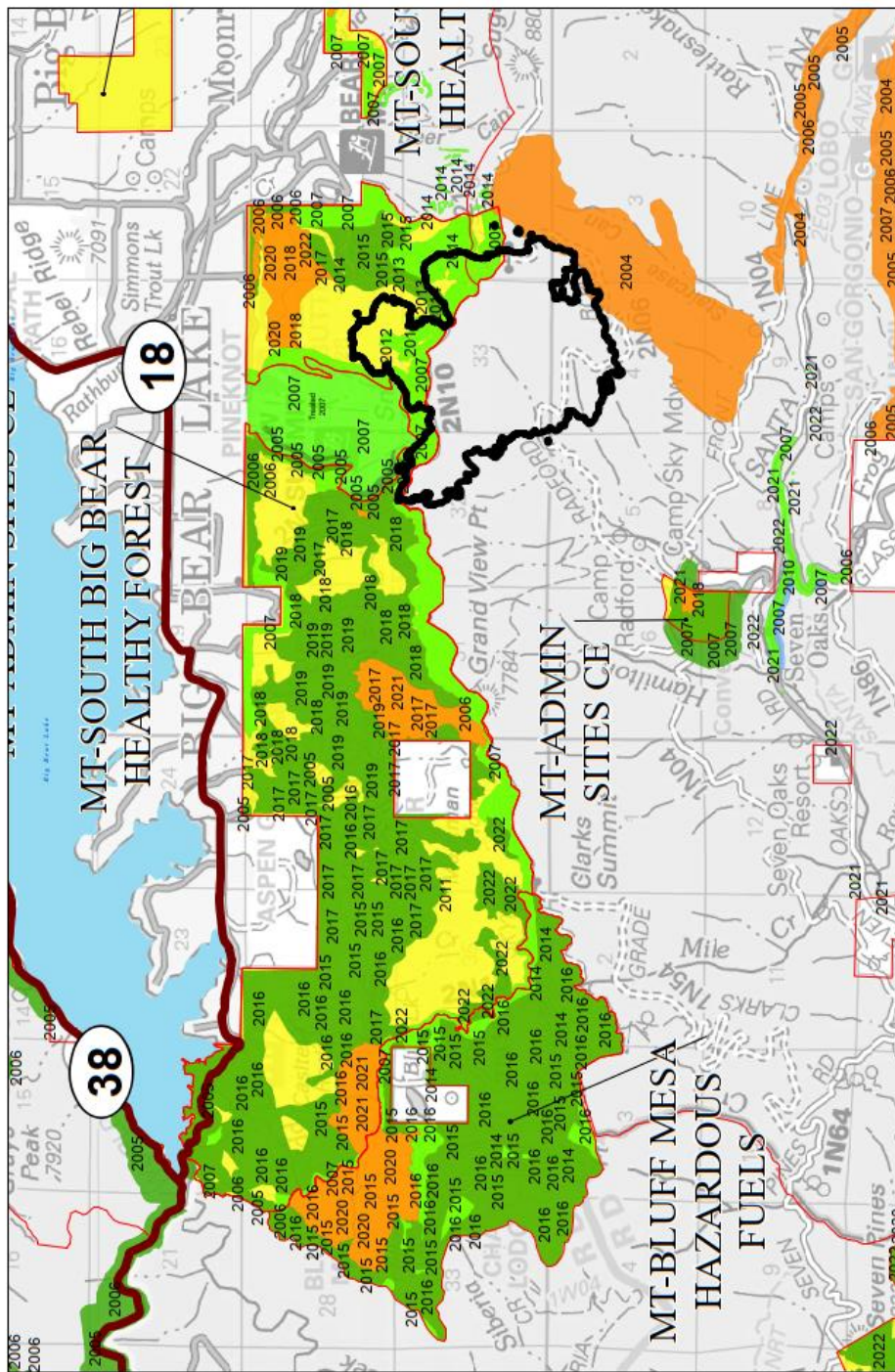
Adopt Resolution BBFA2022-008 which supports:

1. The continuance of fuel reduction and active forest management practices of the past and others currently underway.
2. The North Big Bear Lake Landscape Restoration Project
3. The commitment of the Authority to continue Fire Prevention programs and practices

ATTACHMENT A: USDA Fuel Reduction Treatments Map (2003-2022)

ATTACHMENT B: USDA North Big Bear Landscape Restoration Project Map

ATTACHMENT C: Resolution No. BBFA2022-008



**FUEL REDUCTION TREATMENTS
(2003 - 2022)**

**Vicinity of the 2022 Radford Fire
San Bernardino National Forest**

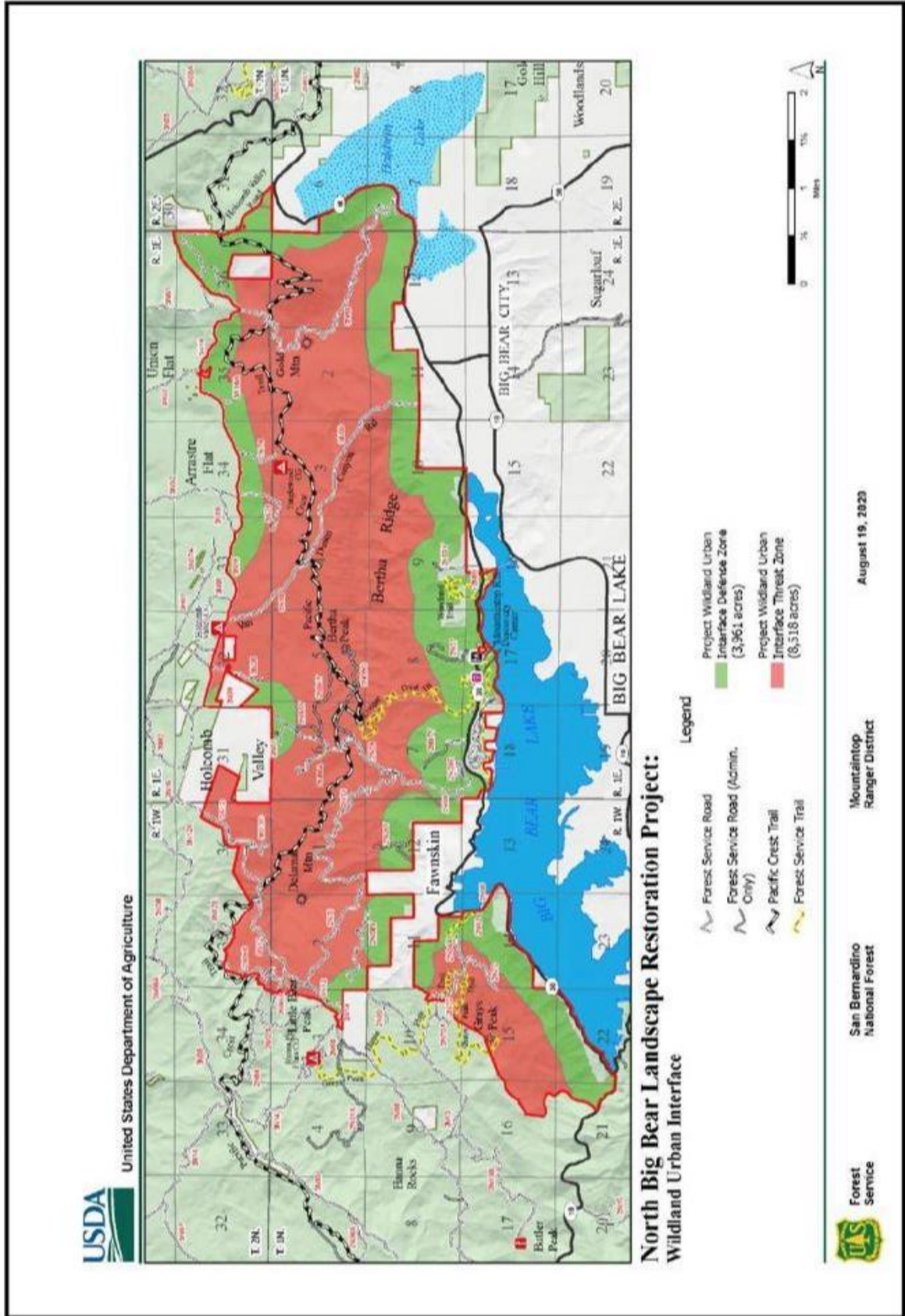
Radford Fire
Perimeter 9/11/2022
(~1,078 acres)

FUEL REDUCTION TREATMENTS	
Fuel Treatment Type*	
Prescribed Fire	[Orange Box]
Mechanical	[Light Green Box]
Manual	[Dark Green Box]
Timber Harvest	[Blue Box]
Fuel Reduction Project Boundary	
Current	[Yellow Box]
Legacy	[Purple Box]
Administrative Forest Boundary	[Green Box]
Highway	[Red Box]



*Due to the overlapping nature of Fuel Treatments on the same piece of ground over time, in the above map Prescribed Fire treatments are displayed above Mechanical Treatments, Mechanical Treatments are displayed above Manual Treatments, and Manual Treatments are displayed above Timber Harvest Treatments.

Figure 3. Map of the North Big Bear Landscape Restoration Project's wildland urban defense and threat zones.



RESOLUTION NO. BBFA2022-008

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY IN SUPPORT OF U.S. FOREST
SERVICE FUELS REDUCTION EFFORTS AND LAND
MANAGEMENT PRACTICES**

WHEREAS, the fire now known as the Radford Fire was reported on September 5, 2022 in a remote area between the communities of Big Bear and Seven Oaks;

WHEREAS, the Radford Fire quickly grew in size from 10 to 15 acres initially to 917 acres reported on the morning of September 7, 2022;

WHEREAS, the Radford Fire started mid-slope where fuels consisted of very high load of decadent dead and down brush with isolated timber that had not previously been treated, except for the Converse prescribed burn in 2004 where the eastern flank of the fire was held;

WHEREAS, the Radford Fire burned upslope to the north into the Skyline Fuelbreak performed in 2006, and South Big Bear Healthy Forest Project performed in 2010 where fuels transitioned to mixed conifer timber litter fuel model. The units in this area of the project were treated between 2005 and 2018 and consisted of various treatments, including thinning, mastication, and pile burning;

WHEREAS, while performing suppression efforts on the ground, firefighters were having increased successes where the Radford Fire was spotting and creeping through previously treated areas, demonstrating that treated areas were performing as expected with low intensity fire behavior;

WHEREAS, the final acreage of the Radford Fire was contained to 1,079 acres and did not spread any further, due in large part to prior fuels treatments, thus providing community defense with no loss to life or property;

WHEREAS, wildland fire hazards have increased substantially in California as a consequence of worsening draught conditions, hotter and drier weather, fire exclusion, and the cessation of timber harvesting practices;

WHEREAS, over the past two decades, the severity of wildfire has increased, along with associated costs and economic damages;

WHEREAS, such costs and damages are likely to continue to increase unless management activities designed to reduce fuel hazards are prioritized;

WHEREAS, ongoing effort and cooperation to reduce wildfire hazards is needed on the part of all affected parties, including residents of urban-wildland interface areas, local governments in forest communities, and state and federal land management agencies to reduce wildfire hazards through extensive and strategic application of fuels management and reduction techniques; and

WHEREAS, the recent Radford Fire demonstrated the effectiveness of strategic forest fuels management previously applied within the forest south of the Big Bear Valley over the past several years and allowed fire fighting efforts to be more effective, halting progression of the fire before it reached the community;

NOW, THEREFORE, BE IT RESOLVED by the Big Bear Fire Authority Board of Directors as follows:

1. Big Bear Fire Authority supports the efforts of the U.S. Forest Service regarding the continuance of fuels reduction projects currently underway and new projects going forward;
2. Big Bear Fire Authority supports advocacy for Federal funding in the future to assist with additional planned projects not yet identified, and the necessary funding for

- maintenance purposes to treated areas where fuels reduction has already been conducted;
3. Big Bear Fire Authority further lends general support to future unnamed projects similar to Skyline Fuelbreak and South Big Bear Healthy Forest Project that provided proof during the Radford Fire of the benefits achieved through active land management projects;
 4. Big Bear Fire Authority is committed to new and continuing fire prevention programs, ordinances, and practices implemented at the local level that are aligned with community risk reduction, thereby protecting human domain and providing a form of fire protection for forest lands and surrounding habitat;
 5. Big Bear Fire Authority fully supports the efforts of the U.S. Forest Service North Big Bear Landscape Restoration Project to maintain a healthy, productive forest, thereby minimizing opportunity for costly and devastating fire activity in the urban-wildland interface areas of the Big Bear Valley.

PASSED, APPROVED, AND ADOPTED this 4th day of October, 2022.

AYES:
NOES:
ABSENT:
ABSTAIN:

John Green, Board Chair
Big Bear Fire Authority

ATTEST:

Tiffany Swantek, Board Secretary
Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Tiffany Swantek, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. BBFA2022-008 was duly passed and adopted by said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of said Board held on the 4th day of October, 2022, and that the same was so passed and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Witness my hand and the official seal of said Authority this 4th day of October, 2022.

Tiffany Swantek, Board Secretary
Big Bear Fire Authority