
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
February 1, 2022**

A Regular Meeting of the Big Bear Fire Authority was called to order by Director Herrick at 5:00 p.m., Tuesday, February 1, 2022, Pursuant to Government Code Section 54953(e)(1)(A), relating to a proclaimed state of emergency and required or recommended social distancing measures, there is no physical location for members of the public.

Board Members Present:

Director Rick Herrick
Director Alan Lee
Director Bynette Mote
Director Karyn Oxandaboure
Director Randall Putz
Director John Russo
Director Larry Walsh
Director Al Ziegler

Board Members Absent:

Board Chair John Green
Vice Chair Perri Melnick

Others Present:

Jeff Willis, Fire Chief
Mike Maltby, Assistant Chief/Fire Marshal
Kristin Mandolini, Director of Business Services
Chardelle Smith, Board Secretary
Nicholaus Norvell, Authority Counsel
Norman Dykesten, Captain

OPEN SESSION

CALL TO ORDER

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Putz

ROLL CALL

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

FA1. Findings to Continue Holding Remote/Teleconference Meetings Pursuant to Assembly Bill 361.

Board to determine and consider findings necessary to continue holding remote/teleconference meetings pursuant to Assembly Bill 361. Currently, the Governor's declaration of a COVID-19 State of Emergency remains in effect. Further, state and local health officials continue to recommend or require social distancing under certain circumstances.

Action: Motion by Director Mote seconded by Director Walsh, to continue holding remote/teleconference meetings pursuant to Assembly Bill 361.

Said motion was approved by the following vote:

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

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed:

- Monday, February 21, 2022 in observance of Presidents Day and will reopen on Tuesday, February 22, 2022.

PRESENTATIONS

1. **Recognition for 5 Years of Service**
 - Engineer Kevin Cole

Chief Willis presented the recognition.

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

Director Lee spoke to his establishment of Big Bear Post that will share via email, governmental updates and activities throughout the valley.

Director Herrick mentioned the Polar Plunge and Ski-a-Thon events are coming up and hopes members of the Board will join.

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 on the current stage of the Ambulance Operator Program, which currently has 13 Ambulance Operators to date. Employment interviews were held in January for the Ambulance Operator/EMT position and two candidates will be employed with the department in the coming weeks. He reported due to the 2020 and 2021 high wildfire season and state funding currently available, Staff is evaluating grant programs to re-establish the curbside chipping program. Willis mentioned staff is working with Assemblyman Thurston Smith and his Chief of Staff to submit and introduce an Appropriation Bill that would replace Station 283 to accommodate a five-person staffing module. He reported Staff was in attendance at a meeting with 3rd District Supervisor Dawn Rowe regarding the possibility of discretionary money available to each Supervisor for specific projects. Chief reported Staff submitted a grant to Office of Traffic Safety in the amount of \$167,651. This grant would install devices that communicate with responding emergency apparatus and traffic intersection signaling lights to change the direction of travel in favor of approaching emergency vehicles.

FINANCE OFFICER’S REPORT

Director of Business Services Mandolini presented the finance report through November 30, 2021.

FIRE AUTHORITY CONSENT CALENDAR

- FA2. Approval of Demands – Check Issue Date 10/01/21 through 11/30/21 in the amount of \$1,640,222.56**
- FA3. Approval of Meeting Minutes from the December 7, 2021 Regular Meeting of the Big Bear Fire Authority.**
- FA4. Receive and File Big Bear Fire Department Monthly Activity Report for October and November 2021.**

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

AYES: Herrick, Lee, Mote, Oxandaboure, Putz, Russo, Walsh, and Ziegler
NOES: None

ABSENT: Melnick and Green
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

PUBLIC HEARING

FA5. Public Hearing on Proposed Ordinance No. BBFA2021-002 Authorizing Establishment of Penalties for Violations of the Fire Code

Board consideration on conducting a Public Hearing and waiving of the second reading to adopt Ordinance No. BBFA2021-002.

Legal Counsel Norvell mentioned the typo in Section 13 was corrected.

Discussion ensued regarding the citation process for property owner vs tenant.

Action: At the hour of 5:31 p.m., Interim Board Chair Herrick opened the public hearing. Hearing no public comment, at the hour of 5:32 p.m., Interim Board Chair Herrick closed the public hearing.

Action: Motion by Director Ziegler; seconded by Director Oxandaboure, to approve staff recommendation to read the title, waive the second reading and adopt Ordinance No. BBFA2021-002 entitled:

ORDINANCE NO. BBFA2021-002

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ESTABLISHING PENALTIES FOR
VIOLATIONS OF THE FIRE CODE

Action: Motion was approved by the following vote:

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

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA6. Lease Purchase Agreement and Resolution for Type 1 Structure Engine and Authorize Chief and Legal to Acquire Purchase Agreement and Contract for Battalion Chief Vehicle and Paramedic Ambulance

Board consideration to approve the purchase of the Type 1 Structure Engine, Battalion Chief Vehicle, and Paramedic Ambulance; to include the approval of Resolution No. BBFA 2022-002; Lease Purchase Agreement with South Coast Fire Equipment; and Purchase agreements with Banc of America Public Capital Corp.

Chief Willis provided background of the approved 3-year fleet replacement plan. This discussion was taken to the Administrative Committee on December 28, 2021, where it was recommended to accelerate the 3-year fleet replacement plan.

Director of Business Services Mandolini stated with the assistance of the municipal advisor, a loan through Banc of American Public Capital Corp was established in the amount of \$1.235 million, with a term of 10 years, an interest rate of 1.943%, an annual payment of \$137,000, with the first payment due in next fiscal year.

Discussion ensued regarding department total debt, total annual payment, and the build of the Paramedic Ambulance and Battalion Chief vehicle.

Action: Motion by Director Ziegler; seconded by Director Walsh, to approve Resolution No. BBFA2022-002, execute the Lease Purchase Terms for the Ladder Truck purchase, and authorize the Fire Chief to develop purchase contracts for acquisition of Paramedic Ambulance and Battalion Chief Vehicle.

Said Motion was approved by the following vote:

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

FA7. Annual Fire Hazard Abatement Inspections

Board consideration to provide annual fire hazard abatement inspections in-house and possibly establish fire prevention fee-based inspection programs.

Chief Willis provided an overview of how the program has been working in previous years with the San Bernardino County Land Use Services. It was stated the department should anticipate an increase in cost from Land Use Services to continue providing the service. He stated at the January 20, 2022, Administrative Committee meeting, discussion regarding the hazard abatement inspection as well as Assembly Bill 9, Assembly Bill 38, and fire sprinkler inspections were held with a suggestion to form a Fire Prevention Bureau and consolidate the above-mentioned inspections. There, it was agreed to bring the discussion back to the Administrative Committee and then to the full Board for further direction.

Discussion ensued regarding keeping the Hazard Abatement Inspection with San Bernardino County Land Use Services or transition to in-house inspections.

Action: Motion by Director Ziegler; seconded by Director Walsh, to schedule this item to the Administrative Committee for further discussion.

Said Motion was approved by the following vote:

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

FA8. Resolution to Temporarily Lend Reserve Assets and Equipment to Other Fire Departments and Public Agencies

Board consideration of approving Resolution No. 2022-001 and Memorandum of Understanding that allows Big Bear Fire Authority to temporarily lend assets and equipment to other fire departments and public agencies.

Chief Willis provided background regarding the delay in ambulance availability for patient transport in the Redlands area. He stated the Redlands Fire Chief requested to temporarily use one of the departments reserve ambulances to assist the Redlands community. It was mentioned routine inspection reports will be shared from Redlands Fire to the department.

Discussion ensued with questions regarding which department will outfit the ambulance and will there be routine inspections.

Action: Motion by Director Walsh; seconded by Director Mote, to approve Resolution No. 2022-001 and the MOU allowing Big Bear Fire to lend assets and other equipment to other fire or public agencies

Said Motion was approved by the following vote:

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

FA9. Annual Assignment of Board Representative to CJPIA

Board Chair to appoint a delegate and their alternate(s), annually, authorizing them to act as official representatives of the Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2022.

Interim Board Chair Herrick called for volunteers to take the assignment as delegate and alternates.

Director Putz and Director Lee requested to be the delegate. Director Mote requested to be the alternate.

Action: Interim Board Chair Herrick stated this will be taken back to Board Chair Green for approval.

FA10. Appointment of a Fire Code Appeals Board

Board consideration of the Board Chair selecting four members from the Fire Authority Board to serve, along with the Board Chair, as the Appeals Board, for a period of one year, beginning February 3, 2022, pursuant to Section 108.1 of Ordinance No. BBFA2014-001, and for the Board approve the appointments by vote.

Interim Board Chair Herrick called for appointment of Fire Code Appeals Board for 2022 as follows: 1) Board Chair Green; 2) Vice Chair Melnick; 3) Director Putz; 4) Director Russo; and 5) Director Ziegler.

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

FA11. Appointment of a Standing Administrative Committee

Board consideration of the Board Chair selecting four directors, to serve as the Administrative Committee for a period of one year, beginning February 3, 2022, to assist staff in the further development of further Department strategies, and for the Board approve the appointments by vote.

Interim Board Chair Herrick called for appointment of Administrative Committee members for 2022 as follows: 1) Board Chair Green; 2) Director Herrick; 3) Director Mote; and 4) Director Ziegler.

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

SUPPLEMENTAL AGENDA ITEM

FA12. Consideration of the Change of Regular Board Meeting Dates/Times

A request has been made to change the meeting day of the Fire Authority from the first Tuesday of the month to another day in the same week and month due to unanticipated Board Member calendar Conflict.

Chief Willis explained he received a request to consider changing the date and time of the regularly scheduled Big Bear Fire Authority meetings to accommodate a schedule conflict of one of the Board members.

Discussion ensued regarding availability at Hofert Hall and conflicts of other local entity scheduled meetings.

There was no agreement on this item, therefore no action or vote were taken.

COMMITTEE REPORTS

A Fire Authority Administrative Committee Meeting was held on December 28, 2021, and January 20, 2022, via zoom, represented by, Board Chair Green, Director Herrick, Director Mote, and Director Ziegler.

DIRECTORS' CLOSING COMMENTS

Director Mote wished everyone a Happy New Year.

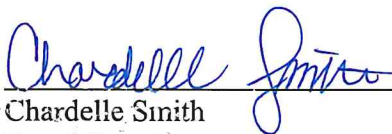
Director Lee commented on last year's Community Unity Event. He states this year's 2nd annual Community Unity Event will be held in August. He encouraged the other Board members to attend.

Director Walsh commented following failure of Measure I, some administrative staff were laid off and one position was reduced hours. He states one of those administrative positions has been refilled and now the department is talking about a Fire Prevention Bureau with new employees for code enforcement. He questioned if the total firefighters on duty was 11 or if it went back to 13.

Director Herrick adjourned the meeting in the name of John Smurda. A Purple Heart recipient and family member who recently passed away, as well as Johns Daughter, who recently passed away.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Interim Board Chair Herrick adjourned the meeting at 6:48 p.m.



Chardelle Smith
Board Secretary

APPROVED AT THE MEETING OF JUNE 7, 2022