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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
June 7, 2022**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Green at 5:00 p.m., Tuesday, June 7, 2022, at 41090 Big Bear Boulevard, Big Bear Lake, California.

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

Board Members Absent:                    Vice Chair Perri Melnick  
   Director Alan Lee

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

**OPEN SESSION**

**CALL TO ORDER**

Moment of Silence:                            Observed

Pledge of Allegiance:                        Led by Director Ziegler

**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**

The Fire Authority's Administrative Office will be closed:

- Monday, July 4, 2022, in observance of Independence Day and will reopen on Tuesday, July 5, 2022.

**PRESENTATIONS**

1.    **Recognition for 5 Years of Service**
  - Firefighter/Paramedic Jason Dmytriw

- FA2. Approval of Meeting Minutes from the February 1, 2022, Regular Meeting of the Big Bear Fire Authority.**
- FA3. Approval of Meeting Minutes from the April 20, 2022, Special Workshop of the Big Bear Fire Authority.**
- FA4. Receive and File Big Bear Fire Department Monthly Activity Report for December of 2021 and January, February, and March of 2022.**

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

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

#### **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

#### **PUBLIC HEARING**

- FA5. Proposed Resolution No. BBFA2022-003 to Adopt the Fiscal Year 2022-2023 Big Bear Fire Authority Budget**

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA 2022-003 adopting the Big Bear Fire Authority Budget for Fiscal Year 2022-2023.

Chief Willis reported that there is no change to the budget. Chief Willis noted that page 15 is the updated agency fleet replacement schedule. We will be discharging an ambulance in the near future, which will prompt the need for a new ambulance. Chief Willis stated the Department has had many moving parts for vehicles purchased either outright or through financing which has changed the picture of the fleet. We will readdress the replacement schedule at the appropriate time.

It was requested the highlighted rows on the budget report to be a lighter color to make it easier to read the headings.

**Action:** At the hour of 5:36 p.m., Board Chair Green opened the public hearing. There being no public comment, Board Chair Green closed the public hearing at the hour of 5:36 p.m.

**Action:** Motion by Director Walsh, seconded by Director Herrick, approving staff recommendation to adopt Resolution No. BBFA2022-003 adopting the Fiscal Year 2022-2023 Budget.

RESOLUTION NO. BBFA2022-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2022-2023

**Action:** Motion was approved by the following vote:

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

**NEW BUSINESS**

**BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

**FA6. Tax And Revenue Anticipation Note from First Foundation Bank**

Board consideration of adopting Resolution No. BBFA2022-004 and authorizing to enter into agreement between the Authority and First Foundation Bank for borrowing of funds for fiscal year 2022-2023.

Chief Willis reported that, as in the past, potential shortages in payroll could arise due to overtime during high fire season, prompting the need to have funds in reserve should the need arise to use them.

Discussion ensued regarding the use of First Foundation Bank versus Union Bank. It was explained that First Foundation Bank specializes in lending specifically for public agencies, and this institution best suited the needs of the Authority at this time.

**Action:** Motion by Director Walsh, seconded by Director Russo, to approve staff recommendation authorizing Resolution No. BBFA2022-004 and to enter into an agreement between the Authority and First Foundation Bank. Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Russo, Walsh, Ziegler, Green  
NOES: None

ABSENT: Lee, Melnick  
ABSTAIN: None

**FA7. Terms of Employment – Battalion Chief**

Board consideration of approving the proposed Battalion Chief terms of employment.

Chief Willis reported that the Battalion Chief position is not part of the Firefighters' union or bargaining unit. The terms of employment, as presented, closely follow the approved Safety Personnel MOU and adjusts the salary and incentives for Battalion Chief to be competitive with the current market.

Discussion regarding opting out of insurance and the amount being paid to the employee took place. A question was raised as to whether a Battalion Chief who doesn't pass the physical fitness test will remain fully employed with the Authority. The educational incentive and whether it was a one-time payout or whether it would occur every year was questioned.

Staff responded to Board member questions.

**Action:** Motion by Director Walsh, seconded by Director Herrick, to approve Battalion Chief Terms of Employment covering June 1, 2022 through June 30, 2024.

Said Motion was approved by the following vote:

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

**FA8. Auction of Surplus Fire Apparatus**

Board consideration authorizing the Fire Chief to discharge the three vehicles and miscellaneous items as surplus equipment, and authorize the Fire Chief to sell such vehicles and equipment at auction to the highest bidder. Proceeds from the sale will be deposited to the Authority's General fund.

Discussion ensued regarding the Ford ambulance and the brush engine with questions regarding age and replacement parts being available. It was requested that total hours be added to the vehicle information to be considered as surplus.

**Action:** Motion by Director Herrick, seconded by Director Walsh to sell surplus equipment at auction to the highest bidder.



Said Motion was approved by the following vote:

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

**FA9. System Response Time and Workload**

Board to review the response time and workload information.

Chief Willis presented an overview of the emergency response process, from calling 9-1-1 to units responding to the call for service. A PowerPoint presentation provided statistics of response times for the period of 2018 through 2021. Chief stated that the shoulder season is April and May, plus half of September through October, and explained how zero draw down events affect our response time. Chief said that from 2018-2021, there has been a steady increase in call volume during the shoulder season. Chief Willis stated we cannot reduce the current amount of zero drawn down events without significantly affecting the budget.

Discussion ensued regarding where the Department wants to be in the future with zero draw down events.

**FA10. Annual Authority Bylaws and Policies Review**

Board to review the approved Bylaws and Policies for potential updates or added policies.

Chief Willis brought the following recommended topics to the attention of the members of the Board for review: (1) Compensation for meetings; (2) There is a question as to whether we need to continue to alternate the Chair and Vice-Chair from each agency every year; and (3) Does the committee (i.e., Admin. Committee) select the Chair of a standing committee or is it the Board Chair that selects the Chair of the standing committee?

The Board determined that a standing committee should select its own Chair and/or Vice-Chair to head that particular committee. The members of the Board agreed that the Chair and Vice-Chair should continue to alternate between agencies on an annual basis.

The following clerical revisions were noted on the Agenda Report: Under the Discussion heading, "discission" was changed to "discussion." Under Discussion Item 3, the Section number was corrected to 7.1 from 7.3.

**Action:** Motion by Chair Green, seconded by Director Ziegler to revise the compensation for all Directors of the Authority to One Hundred Fifty Dollars (\$150) per meeting with a maximum of six (6) meetings per month.

Said Motion failed by the following vote:

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

Further discussion regarding the matter of compensation for meetings of the Fire Authority and Fire Protection District took place. This topic will be brought to the Administrative Committee for further discussion and recommendation.

#### **FA11. 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.

Speaker: Board Chair Green

**Action:** Board Chair Green called for appointment of a delegate and their alternate(s) as follows: Delegate: Director Walsh; Alternate: Director Putz.

#### **COMMITTEE REPORTS**

A Fire authority Administrative Committee Meeting was held on April 13, 2022, represented by Board Chair Green, Director Herrick, and Director Mote.

#### **DIRECTORS' CLOSING COMMENTS**

Director Walsh commented it was stressed at the last meeting that the Board needed to be cognizant that the City of Big Bear Lake contributed more than Community Services District. Director Walsh confirmed that part of the issue is that the City gets twice the percentage of the tax base than CSD. When the CSD came to the JPA, they brought a fire engine with no debt. For the ladder truck, the City just put in \$400,000. The ladder truck is best for multi-story buildings, lakefront properties, and stilted buildings, and commercial fires, most of which are in the City jurisdiction. The benefit of the ladder truck to CSD is less than to the City, yet the CSD will be on the hook for half of the million dollars after the City's \$400,000 down payment. Director Walsh stated that he sometimes hears people from the City say that they are subsidizing the CSD. Low paid service employees critical to the tourist economy for the City cannot afford to live in the City and ultimately reside on the East end of the Valley. CSD is subsidizing those residents' water, sewer, trash, housing. It's a give and take.

Director Herrick commented both organizations brought different things to the table. He believes we are one Valley, and hopefully one day we will become one city. These are the types of inequities that would go away if we were one city. The City brought a building which was paid off to the tune of several millions of dollars. That set aside, the issue of equity needs to be constantly addressed because sometimes it is blatant when we are looking at budgets.

Director Putz offered the case for one city should be made even more, that not only are there specific needs that are more expensive on the West side of the Valley, there are more service needs for the resorts, etc. Director Putz commented he is comfortable with the current arrangement. Director Putz said that his prior comments were directed toward discussions regarding additional money being targeted, on top of what is already being contributed in the form of increased Transient Occupancy Tax and other things. Putz stated we have been grappling with other potential revenue that some have suggested should be directed toward public safety. Director Putz mentioned he wants to be mindful that everyone is comfortable with the various contributions and burdens as we move forward.

Director Ziegler commented that he has had a good relationship with the City and he appreciates the good job they do. He mentioned he has lost a lot of revenue with Air BNB's. Director Ziegler said the little guy is being eliminated and everything done on the West end of town created problems on the East end. Director Ziegler hopes that the interest of the little guy on the East end will be kept in mind as future discussions take place.

Board Chair Green commented that equity has always been important on both sides. He said CSD has been trying to get some of the County Transient Occupancy Tax money for trash, etc. and CSD is well aware of equity issues, which fluctuate and seem to be washing out pretty evenly. Moving forward, CSD will do everything they can for the Authority.

Director Walsh commented that we are stronger together.

Chief Willis made a presentation to outgoing Board Secretary Chardelle Smith on behalf of the Board, appreciating her contribution of 7 years with Big Bear Fire Authority. He and the Board recognize Chardelle as a good testament of local talent, demonstrating outstanding commitment to Community and to the Authority. Board Chair Green presented Chardelle with a gift from the Board.

**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, Board Chair Green adjourned the meeting at 9:00 p.m.

  
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Tiffany Swantek  
Interim Board Secretary

APPROVED AT THE MEETING OF AUGUST 2, 2022