
**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 topics 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, Moté, 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

APPROVED AT THE MEETING OF OCTOBER 4, 2022