
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
OCTOBER 4, 2022**

A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Green at 5:00 p.m., Tuesday, October 4, 2022, at 41090 Big Bear Boulevard, Big Bear Lake, California.

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

Board Members Absent: Vice Chair Perri Melnick
 Director John Russo

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Assistant Chief/Fire Marshal
 Luke Wagner, Battalion Chief
 Kristin Mandolini, Director of Business Services
 Tiffany Swantek, Board Secretary
 Lutfi Kharuf, Esq., Best, Best & Krieger
 Jim Hughes, Insurance Services Office

OPEN SESSION

CALL TO ORDER/ROLL CALL

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Herrick

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

Speaker: Jeff Willis, Fire Chief

Oath 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

Director Herrick introduced Erik Sund, newly appointed City Manager of the City of Big Bear Lake.

Director Walsh announced that there will be a blood drive on October 14, 2022 at Bear Valley Community Hospital from 10:00 a.m. to 3:15 p.m. Also, the Local Candidates Forum is on Thursday, October 6, at the Performing Arts Center at 5:00 p.m.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis a status report on fleet replacement for the Authority. Chief advised the structure engine that was approved with Pierce Arrow over a year ago should be put into service later this month. Chief stated it is currently at South Coast Fire Apparatus in Ontario, California, and that the radio equipment and digital devices have been mounted. The Authority will announce a push-in ceremony as soon as we know when it will be completed. Chief noted this will be a special event commemorating a 20-year investment, with a lot of pride going into the engine. Chief Willis reported that the Braun ambulance will be coming in this month as well. Chief advised that training on the ambulance will be minimal, as it will be equipped and operate the same as the Authority's

other ambulances. Chief noted that we will not be conducting a push-in ceremony on the new ambulance as it will be in service on day one. Chief Willis reported that with regard to the Battalion Chief vehicle, there has been many delays due to shortages as a result of COVID. Chief stated that American Emergency Products located in Santee, California, will be equipping the vehicle for emergency use once we receive it. Chief is hopeful that we will receive the Battalion Chief vehicle by the end of the year. Chief Willis went on to report that the ladder truck pre-construction meeting is scheduled for the end of November, which will likely be a multi-day process. Chief stated we do not anticipate having the ladder truck until December, 2023. Chief Willis advised that the pre-construction meeting for the second Pierce structure engine will be scheduled in 2023 with an expected in-service date sometime in January, 2024. The staggered in-service dates allow for strategic structuring of rotating apparatus.

Questions regarding the use of electric emergency vehicles in the future were raised. Chief reported that initial reports on electric apparatus being used by other agencies is not too favorable and that a hybrid version of emergency vehicles may be forthcoming. Chief stated technology is constantly improving and that there will be a lot more to come on this topic. Discussion ensued regarding the performance of the new brush engine in the field. Chief Willis responded to questions from the Board, stating that all reports were positive and that it performed well. Further discussion regarding whether the new ambulance is just a transfer box or a new box on a new chassis. Chief responded to questions from the Board, stating that this ambulance is a new chassis, new box, and we have one more to go. Chief Willis advised there will be further conversations during budget discussions, and stated that after the next purchase, the ambulances will get refurbished remounts.

FINANCE OFFICER'S REPORT

Director of Business Services Kristin Mandolini presented the finance report as of July 31, 2022, and provided a report of costs incurred and expected reimbursements as a result of the Radford Fire. Ms. Mandolini noted that the Apparatus Auction Proceeds listed on the Agenda Report were approved at the June 7, 2022 regular meeting of the Board, and that the minutes of that meeting were approved at the August 2, 2022 regular meeting of the Board.

Ms. Mandolini responded to questions for clarification from the Board.

FIRE AUTHORITY CONSENT CALENDAR (ITEMS NO. FA3 AND FA4 REMOVED FROM CONSENT CALENDAR FOR FURTHER DISCUSSION)

- 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**

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA3. Receive and File Big Bear Fire Department Monthly Activity Report for June, 2022

Board consideration to receive and file the June, 2022 Monthly Activity Report for Big Bear Fire Department.

Discussion ensued as to attendance at meetings and advertising.

Staff responded to questions from the Board.

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.

Discussion took place regarding the percentage of completion of inspections.

Staff responded to questions from the Board.

Action: Motion by Director Walsh, seconded by Director Mote, to approve Items FA3 and FA4:

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

PUBLIC HEARING

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.

Chief Willis provided background information, stating that Inland Counties Emergency Medical Agency (ICEMA) publishes allowable rates for ambulance services on an annual basis. This year, the rates increased by 8%.

Action: At the hour of 5:47 p.m., Board Chair Green opened the public hearing. There being no objection to waive the full reading of Proposed Ordinance BBFA2022-001, Board Chair Green read the title only of the Proposed Ordinance into the record as follows:

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

Board Chair Green inquired if there were any technical questions of clarification from the Board. Discussion ensued as to whether the increase of 8% set by ICEMA covers actual costs.

Staff responded to questions from the Board.

Action: Board Chair Green inquired if there were any public comments or further discussion by the Board. Hearing none, Board Chair Green closed the public hearing at the hour of 5:51 p.m.

Motion by Director Walsh, seconded by Director Herrick, to approve Ordinance BBFA2022-001 increasing ambulance service fees:

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

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

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

Board consideration to receive and file report prepared by Insurance Services Office, a subsidiary of Verisk Analytics.

Chief Willis provided background and introduced Jim Hughes from Insurance Services Office (ISO). Jim Hughes provided a presentation on the ISO Public

Protection Classification (PPC) Community Risk Reduction for Big Bear Fire Department.

Discussion ensued as to how some of the rated categories are evaluated, what is done with the rating information upon completion of the evaluation, and whether the ISO rating affects insurance rates. Further discussion took place regarding available water versus the amount of water needed to suppress fires, whether the current rating applies to individual communities or the entire jurisdiction of Big Bear Fire Department, and the water agencies taken into consideration for the overall rating.

Mr. Hughes and Chief Willis responded to questions from the Board.

Action: A motion was made by Director Walsh, and seconded by Director Putz, to receive and file the Public Protection Classification Summary Report for Big Bear Fire Department from Insurance Services Office, Inc.

Said Motion was approved by the following vote:

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

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.

Director of Business Services Kristin Mandolini reported that during the month of August, Captain Dykesten coordinated the successful auction of three apparatus (1999 brush engine, 2001 brush patrol, and 2013 F350 ambulance) for a total of \$113,500. There was no discussion nor questions from the Board.

Action: A motion was made by Director Herrick, seconded by Director Walsh, 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.

Said Motion was approved by the following vote:

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

FA8. Fire Hazard Abatement Program

Board consideration to (1) authorize the Fire Chief to terminated the contract with San Bernardino County Land Use Services; (2) approve job descriptions for Fire Inspector, Fire Prevention Specialist, and Fire Prevention Administrative Assistant; (3) approve a budget adjustment for fiscal year 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.

Chief Willis reviewed background history, summarizing that we currently contract with San Bernardino County Land Use Services to perform annual fire hazard abatement inspections, and stated that bringing the program in-house would provide greater community risk reduction to the Big Bear Valley. Chief Willis explained the overall goals of an in-house Fire Hazard Abatement Program to the Board, as well as budgeting for associated costs.

Discussion ensued as to the effect of bringing the program in-house, staffing and duties, enforcement, green waste management, timing, whether or not we can revert back to County services should that become necessary, and categorical exemptions for various properties under federal, state and county jurisdictions.

Staff responded to questions from the Board.

Action: A motion was made by Director Ziegler, and seconded by Director Lee, to (1) authorize the Fire Chief to terminate the contract with San Bernardino County Land Use Services; (2) revise job descriptions for Fire Inspector, Fire Prevention Specialist, and Fire Prevention Administrative Assistant; (3) approve a budget adjustment for fiscal year 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.

Said Motion was approved by the following vote:

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

At the hour of 7:18 p.m., the Board took a short break. The Board reconvened at the hour of 7:30 p.m.

FA9. Development of Community Facilities District

Board consideration to (a) approve exception to competitive bid procedures; (2) authorize the 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 a budget adjustment for fiscal year 2022/23 in the amount of \$40,000.

Chief Willis introduced Attorney Lutfi Kharuf from Best, Best & Krieger. Chief presented a brief history of staffing throughout the decades, advising that fire service capacity has been reduced over the years, and provided background on prior Board and Administrative Committee discussions regarding the need to mitigate negative fiscal impacts resulting from future development.

Attorney Kharuf reported that in order to determine the fiscal impact, there is a need for an analysis to be performed by a special tax consultant. Mr. Kharuf explained that two bids from special tax consulting companies had been received, stating that DTA Public Financing Consulting Firm had a prior working relationship with the Authority with regard to Measure I. Attorney Kharuf explained future steps for formation of a community facilities district, should the Board choose to proceed. Mr. Kharuf advised the Board that in this case, an exception to the Procurement Policy of the Authority without competitive bidding existed due to standardization of services provided to the Authority by a tax consulting company.

Discussion ensued regarding whether an impact fee may discourage future development, competitive bidding, the voting process for a development to be included in a community facilities district, communications with appropriate building permit agencies and developers, as well as costs for future annexations and administration.

Attorney Kharuf and Chief Willis responded to questions from the Board.

Action: Motion by Director Walsh, seconded by Director Ziegler, to (a) approve exception to competitive bid procedures pursuant to Section VII of the Authority's Procurement Policy; (2) authorize the 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 to offset negative financial impact on the Authority's operation; and (3) approve a budget adjustment for fiscal year 2022/23 in the amount of \$40,000.

Said Motion was approved by the following vote:

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

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.

Chief Willis introduced Battalion Chief Luke Wagner. Battalion Chief Wagner provided a presentation regarding the importance of Direct Capture Exhaust Systems as it relates to the health and safety of the Authority's personnel, current practices regarding contamination, and the benefits of a new system at Station 281 and retrofitting current systems at Stations 282 and 283.

Discussion ensued as to whether Stations 284 and 285 will be included to receive new or retrofitted systems, availability of spare Personal Protective Equipment (PPE) when primary PPE is contaminated, and timing.

Staff responded to questions from the Board.

Action: Motion by Director Herrick, seconded by Director Rowe, to approve a budget adjustment for fiscal year 22/23 to include grant revenue and expense in the amount of \$232,916, matching grant expenses in the amount of \$11,646, and capital expenditure of \$13,127.

Said Motion was approved by the following vote:

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

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.

Chief Willis reported on the effectiveness of fuels reductions programs. There was no further discussion by the Board.

Action: Motion by Director Herrick, seconded by Director Mote, to adopt Resolution No. BBFA2022-008 in support of the U.S. Forest Service's North Shore Fuels Reduction Efforts and Land Management Practices.

Said Motion was approved by the following vote:

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

COMMITTEE REPORTS

None.

DIRECTORS' CLOSING COMMENTS

Director Lee wished everyone a good evening.

Director Walsh expressed his appreciation for the Authority's updates on Department social media platforms during the Radford Fire.

Director Herrick echoed Director Walsh's appreciation.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Board Chair Green adjourned the meeting at 8:27 p.m.

Chardeelle Smith, on behalf of
Tiffany Swantek
Board Secretary

APPROVED AT THE MEETING OF DECEMBER 6, 2022