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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
December 6, 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, December 6, 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 Larry Walsh  
   Director Al Ziegler

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

Others Present:                                Jeff Willis, Fire Chief  
   Mike Maltby, Assistant Chief/Fire Marshal  
   Kristin Mandolini, Director of Business Services  
   Chardelle Smith, Interim Board Secretary

**OPEN SESSION**

**CALL TO ORDER**

Moment of Silence:                            Observed

Pledge of Allegiance:                         Led by Director Herrick

**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, December 26, 2022, in observance of Christmas and will reopen on Tuesday, December 27, 2022, at 8:00 a.m.
- Monday, January 2, 2023, in observance of New Year's Day and will reopen on Tuesday, January 3, 2023, at 8:00 a.m.
- Monday, January 16, 2023, in observance of Martin Luther King, Jr. Day and will reopen on Tuesday, January 17, 2023, at 8:00 a.m.

## **PRESENTATIONS**

1. **Recognition of Excellence**
  - Captain Brian Lambert
    - Station repairs (rain gutter)
2. **Distinguished Citizens Award**

Speaker: Jeff Willis, Fire Chief

Chief Willis presented certificates and challenge coins to Randy, Maggie, and Lucas for their above and beyond acts of kindness with assisting firefighters on November 9, 2022, by clearing snow for gurney access at a residential home that had called for medical aid.

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

Director Herrick said he is happy the election season is over.

Director Putz congratulated friends of Big Bear City Community Services District for their re-election.

**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 newly acquired and recently placed in service Pierce Fire Engine. It's first structure fire response was within a few hours of being placed in service. Nothing but positive reports from the firefighters so far. He mentioned four members from the truck committee, Captain Dykesten, Captain Schlosser, Engineer Eaton, and department Mechanic Keith Hoss, will be visiting the Pierce facility from Dec 5<sup>th</sup> to Dec 8<sup>th</sup>, for a pre-construction meeting regarding the new Pierce Ladder Truck. Willis told the Board the newly acquired Braun Medic Ambulance 281 was placed into service on October 21, 2022. Willis reported Station 282 will be hosting a blood drive with LifeStream on Thursday, December 29, 2022, from 10 a.m. to 3 p.m.

## **FINANCE OFFICER'S REPORT**

Director of Business Services, Kristin Mandolini, presented the finance report as of October 31, 2022. Mandolini also gave an update on the GEMT reimbursements with an anticipated reimbursement in the amount of \$768,000.

**FIRE AUTHORITY CONSENT CALENDAR**

- FA1. Approval of Demands – Check Issue Date 8/1/2022 through 10/31/2022 in the amount of \$2,868,503.07.**

Discussion was held regarding the purchase of Artificial Turf.

- FA2. Approval of Meeting Minutes from the October 4, 2022, Regular Meeting of the Big Bear Fire Authority.**

- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for July and August, 2022.**

- FA4. Memorandum of Understanding between Big Bear Fire Authority and Running Springs Fire Department.**

Discussion was held regarding who falls under the title of Chief Officer in the Memorandum of Understanding.

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

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**PUBLIC HEARING**

None

**NEW BUSINESS**

**BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

- FA5. Repair of Medic Ambulance 282**

Board to consider the purchase of a replacement Dodge 3500 cab and chassis and make budget adjustment for FY 2022/2023.

Speaker: Jeff Willis

Chief Willis mentioned there was a two-vehicle traffic accident that involved Medic Ambulance 282 on November 11, 2022. The personnel driving the ambulance were not found at fault. The vehicle was taken to Moss Brothers Dodge dealership where it was found the damage was more extensive than shown, involving the frame and chassis. Willis said during this time they were looking for a commercial autobody shop that could possibly fix the ambulance. Knowing there is a three-to-five-month delay in the ordering and building process of a new chassis, the Authority is requesting the approval of purchasing a new cab and chassis in the current fiscal year. This cab and chassis can be used to replace the ambulance involved in the accident, or go towards the build of a new ambulance next fiscal year. Willis states the cost of the new cab and chassis will be covered from the incoming GEMT reimbursement.

Discussion ensued regarding the attached estimate, and who handles the exempt plates. A Board member asked if CJPIA is aware the Authority is purchasing and using reimbursements monies and requested administration send CJPIA all documents.

Staff responded to questions from Board members. Board members provided comment.

**Action:** Motion by Director Walsh, seconded by Director Mote to authorize the Fire Chief to purchase a new 2022 Dodge Ram 3500 Regular cab and chassis and authorize a budget amendment for FY2022/2023 in the amount of \$80,500.

Said Motion was approved by the following vote:

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

**FA6. Replacement of Roll Up Garage Doors at Station 281**

Board to consider replacement of roll up garage doors at Station 281 and make budget adjustment for FY 2022/2023.

Speaker: Jeff Willis, Fire Chief

Chief Willis stated the ongoing issue of the garage doors at Station 281. The garage doors are over 20 years old and in the last 5 years, the Authority has spent \$30,000 in repair and maintenance. Willis mentioned this is not only a safety issue with the springs that assist with opening and closing the garage doors, but also a weather issue with freezing temperatures that could freeze the water in the trucks.

It was suggested we check with Big Bear City Community Services District as to who they use for their commercial garage doors for a second bid. It was expressed by many Board members that this is an employee and public safety issue and needs to be replaced as soon as possible.

Staff responded to questions from Board members. Board members provided comment.

**Action:** Motion by Director Putz, seconded by Director Herrick to approve the replacement of four apparatus bay garage doors and authorize a budget adjustment for FY 2022/2023 in the amount of \$57,020.

Said Motion was approved by the following vote:

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

#### **FA7. Fire Authority 2023 Meeting Calendar**

Board consideration of approving the proposed 2023 Regular Board Meeting Calendar and adding two Budget Workshops on April 19 and May 17, 2023.

Speaker: Jeff Willis, Fire Chief

Chief Willis stated this is an annual agenda item. He mentioned this item was brought to the Board earlier this year with possible changes to the regular Board meeting dates due to a Board member not able to attend the regular scheduled meetings. Willis states any other Tuesday but the current Tuesday would work for the Board member.

Discussion ensued regarding other local entity meeting schedules. One Board member mentioned he would like to attend other entity Board meetings during the week. It was requested the closed sessions be held prior to the regular Board meeting.

Staff responded to questions from Board members. Board members provided comment.

**Action:** Motion by Director Putz, seconded by Director Herrick, to change the Authority regular Board meeting schedule to the second Tuesday of every other month and approve the revised 2023 Fire Authority meeting calendar, which includes the April 19 and May 17 Special Board meetings.

Said Motion was approved by the following vote:

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

**FA8. Fire Authority Board Reorganization – Selection of the Chair and Vice Chair for 2023**

Board nominations and selection of Chair and Vice Chair, who will serve for a period of one year.

Speaker: Board Chair Green

Board Chair Green called for nominations for Board Chair to serve for a period of one year.

Director Putz nominated Director Mote to serve as Board Chair; seconded by Director Green.

Director Herrick nominated Director Melnick to serve as Board Chair. There was no second.

A break was taken at 5:59 p.m., returning at 6:14 p.m.

Director Mote was elected to serve as Board Chair by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green  
NOES:  
ABSENT: Lee, Melnick, Russo  
ABSTAIN:

Board Chair Mote called for nominations for Vice-Chair to serve for a period of one year.

Director Herrick nominated Director Walsh to serve as Vice-Chair; seconded by Director Rowe.

Director Green nominated Director Rowe to serve as Vice-Chair; seconded by Director Ziegler.

The Board nominated the following individuals:

Director Green: Rowe  
Director Herrick: Rowe  
Director Putz: Rowe  
Director Rowe: Rowe  
Director Walsh: Rowe

Director Ziegler: Rowe  
Board Chair Mote: Rowe

ABSENT: Lee, Melnick, Russo  
ABSTAIN: None

Director Rowe was elected to serve as Vice-Chair for a period of one year.

Chief reminded Board Chair Mote that the committee reorganization will come before the Board in the February 2023 Board meeting.

### **COMMITTEE REPORTS**

None

### **DIRECTORS' CLOSING COMMENTS**

Director Walsh mentioned actress Kirstie Alley died today of colon cancer. Please get your screening done. He stated KFI reported Pasadena has a new subscription service like the Authority. For \$85.00, you get coverage for you and your family by marriage, blood, or adopted. Walsh said he has seen BBFA, BFA, and BBFD on the vehicles. He requested clarification on when we are a Fire Authority Board vs Fire Department Board.

Director Herrick echoed Director Walsh's comment regarding colon cancer since he has a family member fighting that battle as well.

Director Green wished everyone Happy Holidays and congratulated Board Chair Mote.

Director Putz congratulated the new Board Chair and Vice Chair.

Board Chair Mote wished everyone Happy Holidays and Happy New Year.

### **ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Board Chair Mote adjourned the meeting at 6:26 p.m.

  
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Chardelle Smith  
Interim Board Secretary

APPROVED AT THE MEETING OF FEBRUARY 14, 2023